OP 10.15: President’s Excellence in Diversity and Equity Award

DATE: March 2, 2018

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish the guidelines for the President’s Excellence in Diversity and Equity Award.

REVIEW: This OP will be reviewed in July of odd-numbered years by the Senior Vice President for Institutional Diversity, Equity & Inclusion with substantive revisions forwarded to the President.

POLICY/PROCEDURE

1. General Policy

This program is intended to provide annual recognition for contributions to academic activities and programs that advance the academic and professional climate of diversity and equity in the university. The President’s Excellence in Diversity and Equity Award will be bestowed in each of the three award divisions of faculty, staff, and students.

a. Eligibility

(1) Faculty and Staff – By the nomination/application due date, nominees/applicants must:

(a) Have been continuously employed at Texas Tech University as benefits-eligible faculty or staff for one full year;

(b) Be in compliance with all training and employment requirements for the university and state; and

(c) Not have received the award in the prior two years.

(2) Students – By the nomination/application due date, nominees/applicants must:

(a) Have been enrolled at TTU as a full-time student for one year;

(b) Enroll as a full-time student in the upcoming fall semester;

(c) Be in good academic standing; and

(d) Not have received the award in the prior two years.
b. Criteria

(1) Faculty – Eligible nominees/applicants will be evaluated on their efforts, both within and outside of their instructional duties, to engage in activities on and off campus that promote the value of diversity and the importance of equity at all academic levels of the university. Awards will be based on contributions to Texas Tech that are "beyond the call of duty" in relation to activities that advance the climate of diversity and equity at the university.

(2) Staff – Eligible nominees/applicants will be evaluated on their efforts to engage in activities that promote the value of diversity and the importance of equity at the university. Awards will be based on contributions to Texas Tech that are "beyond the call of duty" in relation to activities that advance the climate of diversity and equity at the university.

(3) Students – Eligible nominees/applicants will be evaluated on their efforts to engage in activities that promote the value of diversity and the importance of equity at the university.

In all categories, eligible nominees/applicant’s will be evaluated on their activities advancing excellence in diversity and equity by the review of specific examples provided in the supporting letters of nomination/recommendation and in other supplemental material that may be provided in the nomination/application packet. The letters of nomination/recommendation should be dated in the current academic year.

c. All nominations/applications will be due in March. The review committee will make its recommendations to the Senior Vice President for Institutional Diversity, Equity & Inclusion in April. The names of award recipients will be announced in April at an awards ceremony.

2. Nomination/Application Process

a. Nominations/applications for the awards will be solicited using TechAnnounce and college and departmental mailings. Any TTU faculty, staff, or student may initiate a nomination/application for the President’s Excellence in Diversity and Equity Award by submitting the necessary nomination/application documentation packet.

b. Nomination/application packets for each award division should include the following items in order of presentation:

(1) The two-page nomination/application must include the nominator’s name and information, award category, and contact information (if applicable). Student nominations/applications must include the student’s area of study and classification. (The two-page nomination/application will not be counted in the packet page total.)

(2) A letter of nomination/recommendation (counted in the nomination/application packet page total) containing detailed highlights of the nature of the nominee’s exceptional contributions to the criteria for the award. The letter of nomination/recommendation should contain a clear description of the individual’s contribution to promote the value of diversity and equity in the university. It must also contain the name and contact information of the nominee. The letters of nomination/recommendation may be from students, faculty, staff, or administrative supervisor, when possible.
(3) Supporting documentation (counted in the nomination/application packet page total) should be organized clearly and concisely and should include such information that demonstrates precisely why the nominee/applicant is outstanding. The support materials may include additional letters of support from colleagues and students, the nominee’s curriculum vitae, course syllabus, and other award documentation. Each piece of supporting documentation must contain the nominee/applicant’s name.

The nomination/application packet for faculty and staff is limited to ten pages.

The nomination/application packet for students is limited to five pages.

*Any supporting documentation exceeding the specified page limitation will not be considered.*

Completed nomination/application packets must be submitted to the Office of Institutional Diversity, Equity & Inclusion. The packet can be submitted by the nominee/applicant or the nominee/applicant’s designee.

Nomination/recommendation letters must be addressed as follows:

President’s Excellence in Diversity and Equity Awards
Division of Institutional Diversity, Equity & Inclusion
Mail Stop 5024

3. **Administration of Program**

This award program will be administered through the Division of Institutional Diversity, Equity & Inclusion. Nominees/applicants will be evaluated by peer review committees assembled from recommendations by the Office of the President, the Faculty Senate, the Staff Senate, the Center for Campus Life, and the Cross-Cultural Academic Advancement Center. The senior vice president for institutional diversity, equity, and community engagement will solicit the recommendations from these entities and will select the committee members.

a. **Faculty Review Committee**

The review committee for faculty will be composed of five faculty reviewers (one chair and four committee members). The Senior Vice President for Institutional Diversity, Equity & Inclusion will appoint the committee chair. The faculty committee will consist of at least one tenured faculty member and at least one first-year faculty member. Award recipients will be asked to serve on the committee the following year. The committee chair must be a tenured faculty member.

b. **Staff Review Committee**

The review committee for staff will be composed of five staff reviewers from different departments, when possible. The Senior Vice President for Institutional Diversity, Equity & Inclusion will appoint the committee chair. Award recipients will be asked to serve on the committee the following year.
c. Student Review Committee

The review committee for students must be comprised of five members (one staff member and four students). The committee chair must be the staff member.

Any member of a review committee who has been nominated for an award in the current year should recuse herself/himself from the evaluation review process. If the recusal causes the number of reviewers to be fewer than five, the Senior Vice President for Institutional Diversity, Equity & Inclusion will appoint a substitute. The review committee for each division will select the recipient/s of that division’s award and forward its recommendation to the Senior Vice President.

4. Award Descriptions

Three divisions of awards may be presented each year.

a. A maximum of two tenure-track faculty awards will be presented each year in the following two categories:

- Tenure: A tenured faculty member who has demonstrated a strong record of published research, academic visibility, teaching, and outreach
- Tenure-track: A tenure-track faculty member who is progressing toward tenure and position

Individual awards will include the following:

(1) A research award of $2,500 (processed through Payroll Services with appropriate deductions taken); and

(2) An award plaque.

b. A maximum of one staff award will be presented each year. Individual awards will include the following:

(1) A professional development award of $1,500 (processed through Payroll Services with appropriate deductions taken); and

(2) An award plaque.

c. A maximum of three student awards will be presented each year. Individual awards will include the following:

(1) A student scholarship of $500 (processed through Student Business Services with appropriate deductions taken); and

(2) An award plaque.

Attachment: President’s Excellence in Diversity and Equity Award Nomination/Application