



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

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

DATE: January 17, 2020

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish the guidelines for the President’s Excellence in Diversity, Equity and Inclusion 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, creation of inclusive environments, and programs that advance the academic, institutional culture, and professional climate of diversity, equity and inclusion within the university. The President’s Excellence in Diversity, Equity and Inclusion Award will be bestowed in each of the three award categories of faculty, staff, and students.

a. Eligibility – Eligibility requirements must be met by the nomination due date and are as follows:

(1) Faculty and Staff

- (a) Have been continuously employed at Texas Tech University as a benefits-eligible faculty or staff for one full year;
- (b) In compliance with all training and employment requirements for the university and state; and
- (c) Did not receive the award in the previous two years.

(2) Students

- (a) Currently enrolled full-time at Texas Tech University;
- (b) Enrolled at Texas Tech University for at least two consecutive semesters by the time of the nomination deadline;
- (c) Have a 2.50 cumulative grade point average at Texas Tech University by the time of the nomination deadline; and
- (d) Did not receive the award in the previous two years.

- b. Selection Criteria – Eligible nominees will be evaluated on their activities advancing excellence in diversity, equity and inclusion by the review of specific examples provided in the nomination documents. All documentation and references should include examples from the current year along with any past examples.
 - (1) Faculty – Eligible nominees are 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 the Texas Tech community as related to advancement in research, community building, engagement, and advocacy that advance the climate of diversity, equity and inclusion at the university that would be considered above and beyond the scope of their role or general research activity.
 - (2) Staff – Eligible nominees will be evaluated on their efforts to engage in activities that promote the value of diversity and the importance of equity and inclusion at the university. Awards will be based on contributions to the Texas Tech community as related to advancement in research, community building, engagement, and advocacy that advance the climate of diversity, equity and inclusion at the university that would be considered above and beyond the scope of their general duties and responsibilities.
 - (3) Students – Eligible nominees will be evaluated on their efforts to engage in activities that promote the value of diversity and the importance of equity and inclusion at the university. Awards will be based on contributions to the Texas Tech community as related to advancement in research, community building, engagement, and advocacy that advance the climate of diversity, equity and inclusion at the university.
 - (4) Nominees who do not meet the eligibility requirements will not be reviewed by the selection committee.

2. Nomination and Award Timeline

- a. Nominations are solicited starting in January and are due in March.
 - (1) Nominations for the awards are solicited using multiple media channels that include TechAnnounce, Division of Diversity, Equity & Inclusion webpage, Office of the President webpage, and college and departmental mailings.
- b. The review committee makes its selection recommendations to the Vice President of Diversity, Equity & Inclusion in March.
- c. Nominees are notified in March of their nomination for an award category.
- d. The names of award recipients will be announced in April at an awards ceremony.

3. Nomination Process

- a. Any TTU faculty, staff, or student may initiate a nomination, which can include a self-nomination, for the President's Excellence in Diversity, Equity and Inclusion Award by submitting the completed nomination by the deadline date.

- b. All nominations must include the following:
- (1) Electronic nomination submission form that includes the nominator's name and contact information, award category of the nomination, nominee name, relevant nominee academic or personnel information, and nominee contact information; and
 - (2) Statement of recommendation that includes detailed achievements of how the nominee's exceptional contributions meet the criteria for the award. The statement should clearly describe how the nominee's actions promote the value of diversity, equity and inclusion at Texas Tech University.
- c. Required Supporting Documentation
- (1) At least one letter of recommendation but no more than three.
 - (a) The letter of recommendation should contain a clear description of the individual's contributions towards diversity, equity and inclusion that supports the statement of recommendation.
 - (b) The letter must contain the first and last name of the nominee.
 - (c) The letter(s) of recommendation may be from students, faculty, staff, or administrative supervisors of Texas Tech University.
 - (2) Nominee resume or curriculum vitae.
 - (3) Nomination packets for faculty and staff are limited to 10 pages in total length.
 - (4) Nomination packets for students are limited to seven pages in total length.
- d. Optional Supporting Documentation
- (1) Must be relevant to the nomination and should support the nominee's work as it relates to diversity, equity and inclusion at Texas Tech.
 - (2) Optional supporting documents may include:
 - (a) Course syllabus;
 - (b) News or media coverage of the nominee as it relates to the work that supports diversity, equity and inclusion at Texas Tech University within the past two years;
 - (c) Project completion or program implementation documents (flyers, pictures, outcomes, testimonials); and/or
 - (d) Scholarly work and research written and conducted by the nominee.

4. Any nomination packet that is missing any required materials will not be considered. Completed nominations, including supplemental information, must be submitted via the online application that is administered by the Division of Diversity, Equity & Inclusion.

a. Letters of recommendation must be submitted by the nomination deadline and can be sent electronically or via mail.

(1) Electronic submissions should be emailed to diversity@ttu.edu.

(2) Postal mail should be mailed and addressed to:

President's Excellence in Diversity, Equity and Inclusion Awards
Division of Diversity, Equity & Inclusion
Mail Stop 5024
Lubbock, TX 79409

5. Administration of Review Committees

This award program will be administered through the Division of Diversity, Equity & Inclusion. Nominees will be evaluated by peer review committees assembled from recommendations by the Office of the President, Faculty Senate, Staff Senate, Student Affairs, and the Division's Council of Councils. The Vice President for the Division of Diversity, Equity & Inclusion will designate division staff to solicit recommendations from these entities. The Vice President for the Division of Diversity, Equity & Inclusion will select the committee chairs upon the recommendation of designated staff.

Any member of a review committee who is nominated for an award in the current year must recuse themselves from the committee. The chair will appoint a replacement committee member. In the event of the chair being nominated, the Vice President for the Division of Diversity, Equity & Inclusion will appoint a new chair. The review committee for each award category will select the finalist(s) of that category's award and forward its recommendation to the Vice President for the Division of Diversity, Equity & Inclusion for final approval.

a. Faculty Review Committee

The review committee for faculty will be composed of one chair and four faculty reviewers. The Vice President for the Division of Diversity, Equity & Inclusion will appoint the committee chair who must be a tenured faculty member. With input from the Vice President for the Division of Diversity, Equity & Inclusion, the chair of the committee will appoint the four faculty reviewers. The faculty committee will consist of at least one tenured faculty member and at least one first-year faculty member. Award recipients from the prior year may be asked to serve on the committee.

b. Staff Review Committee

The review committee for staff will be composed of a chair and four staff reviewers from various university departments. The Vice President for the Division of Diversity, Equity & Inclusion will appoint the committee chair. With input from the Vice President for the Division of Diversity, Equity & Inclusion, the committee chair will appoint the four staff reviewers. Award recipients from the prior year may be asked to serve on the committee.

c. Student Review Committee

The review committee for students will be composed of two co-chairs and four student reviewers. One co-chair will be a staff member, and the other co-chair will be a student leader. The committee co-chairs will be appointed by the Vice President for the Division of Diversity, Equity & Inclusion. With input from the Vice President for the Division of Diversity, Equity & Inclusion, the co-chairs will select the four student reviewers. When possible, award recipients from the prior year will be asked to serve on the committee.

6. Award Descriptions

Three categories of awards, faculty, staff, and student, will be awarded each year. Each category will have its own description, requirements, and awards.

a. Faculty – A maximum of two faculty awards will be presented each year in the following two categories:

- (1) Tenure: A tenured faculty member who has demonstrated a strong record of published research, academic visibility, teaching, mentorship, and/or outreach that positively impacts the areas of diversity, equity and inclusion.
- (2) Tenure-track: A tenure-track faculty member who is progressing toward tenure position and who has demonstrated a strong record of published research, academic visibility, teaching, mentorship, and/or outreach that positively impacts the areas of diversity, equity and inclusion.

Individual faculty awards will include the following:

- (1) A research award of \$2,500 (processed through Payroll & Tax Services with appropriate deductions taken); and
- (2) An award plaque.

b. Staff – A maximum of one staff award will be presented each year:

- (1) A staff member who has demonstrated a strong record of engagement, mentorship, administration, and/or outreach that positively impacts the areas of diversity, equity and inclusion.

Individual staff awards will include the following:

- (1) A professional development award of \$1,500 (processed through Payroll & Tax Services with appropriate deductions taken); and
- (2) An award plaque.

c. Student – A maximum of three student awards will be presented each year:

- (1) Undergraduate Student – A student who is working toward completion of a bachelor's degree and has demonstrated a strong record of engagement, mentorship, campus change, and/or outreach that positively impacts the areas of diversity, equity and inclusion.
- (2) Graduate Student – A student who is working toward completion of a master's or doctoral degree and has demonstrated a strong record of engagement, mentorship, campus change, scholarly work/research, and/or outreach that positively impacts the areas of diversity, equity and inclusion.

Individual student 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, Equity and Inclusion Award Nomination Electronic Application](#)