



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

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

DATE: October 12, 2011

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 vice president for institutional diversity, equity, and community engagement with recommended 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 undergraduate students.

a. Eligibility

Faculty and Staff - By February 1 in the academic year of the award, nominees must:

- (1) Have been continuously employed as benefits eligible faculty or staff for the past academic year;
- (2) Be up to date in all training and employment requirements for the university and state; and
- (3) Not have received the award in the past two years.

Students - By February 1 in the academic year of the award, nominees must:

- (1) Be currently enrolled at TTU as an undergraduate student;
- (2) Be in good academic standing; and
- (3) Not have received the award in the past two years.

b. Criteria

Faculty - Eligible nominees 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 in the university (see Attachment A).

Staff – Eligible nominees will be evaluated on their efforts to engage in activities that promote the value of diversity and the importance of equity in 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 in the university (see Attachment B).

Students - Eligible nominees will be evaluated on their efforts to engage in activities that promote the value of diversity and the importance of equity in the university (see Attachment C).

In all categories, eligible nominees 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 and in other supplemental material that may be provided in the nomination packet. The letters of nomination should be dated in the current academic year.

c. Timetable

All nominations will be due by March 15. The review committee will make its recommendations to the vice president for institutional diversity, equity, and community engagement by April 1. The names of award recipients will be announced the second week in April at an awards ceremony.

2. Nomination Process

- a. Nominations for the awards will be solicited using TechAnnounce and college and departmental mailings. Any TTU faculty, staff, or student may initiate a nomination for the President's Excellence in Diversity and Equity Award by submitting the necessary nomination documentation packet.
- b. Nomination packets for each award division should include the following items in order of presentation:
 - (1) A cover sheet (not counted in the nomination packet page total) containing the award category, the nominator's name and contact information (if applicable) and the nominee's name, title, department, campus Mail Stop, phone number, and e-mail address. Student nominations should include the student's area of study and classification.
 - (2) A letter of nomination (counted in the nomination packet page total) containing detailed highlights of the nature of the nominee's exceptional contribution to the criteria for the award. The letter of nomination should contain a clear description of the individual's contribution to promote the value of diversity and equity in the university. It should also contain the name and contact information of the nominee. The letters of nomination may be from students, faculty, staff, or administrative supervisor, when possible.
 - (3) Supporting documentation (counted in the nomination packet page total) should be organized clearly and concisely and should include such information that demonstrates precisely why the nominee 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 should contain the nominee's name.

The nomination packet for faculty and staff will not exceed ten pages. The nomination packet for students will not exceed five pages. **Any support documentation exceeding the specified page limitation will not be considered.** Completed nomination packets should be submitted to the Office of Institutional Diversity, Equity, and Community Engagement. The packet can be submitted by the nominee or the nominee's designee.

Nomination letters should be addressed as follows:

President's Excellence in Diversity and Equity Awards
Vice President
Office of Institutional Diversity, Equity, and Community Engagement
Mail Stop 5024

3. Administration of Program

This award program will be administered through the Division of Institutional Diversity, Equity, and Community Engagement. Nominees will be evaluated by peer review committees assembled when possible 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 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 must be comprised of five faculty reviewers (one chair and four committee members). The vice president for institutional diversity, equity, and community engagement 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. Beginning in the second year of the award, the previous year's recipient will sit on the committee. The committee chair must be a tenured faculty member.

b. Staff Review Committee

The review committee for staff must be comprised of five staff reviewers from different departments, when possible. The vice president for institutional diversity, equity, and community engagement will appoint the committee chair. Beginning in the second year of the award, the previous year's recipient will sit on the committee.

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 vice president for institutional diversity, equity, and community engagement should be contacted for the appointment of a substitute. The review

committee for each division will select the recipient/s of that division's award and forward its recommendation to the vice president.

4. **Award Descriptions**

Three divisions of awards may be presented each year.

- a. A maximum of one tenure track faculty award will be presented each year. Individual awards will include the following:
 - (1) A research award of \$2,500 (cash awards are processed through Payroll 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 (cash awards are processed through Payroll with appropriate deductions taken); and
 - (2) An award plaque.
- c. A maximum of two student awards will be presented each year. Individual awards will include the following:
 - (1) A student scholarship of \$500 (cash awards are processed through Student Business Services with appropriate deductions taken); and
 - (2) An award plaque.

[Attachment A: Faculty Request for Nominations Form](#)

[Attachment B: Staff Request for Nominations Form](#)

[Attachment C: Student Request for Nominations Form](#)