WCOE OP 10.04: Service and Teaching Awards

Date: August 08, 2024

Purpose: The purpose of this Operating Policy is to establish the procedure for recommending faculty for College of Engineering and University Service and Teaching Awards.

Review: This Operating Policy will be reviewed in the summer of every odd-numbered year by the College Faculty Awards Committee, with recommendations for revision presented to the Executive Committee by August 15.

University OPs related to Faculty Awards
- OP 10.16 President’s Excellence in Academic Advising Awards
- OP 32.13 The Chancellor’s Council Distinguished Teaching Award
- OP 32.24 Faculty Awards and Honors

POLICY/PROCEDURE
1. Background
   a. Excellence and innovations in teaching are highly valued by the Whitacre College of Engineering (WCOE). To promote and recognize excellence, the college provides the following awards:
      - Jerry S. Rawls Distinguished Undergraduate Educator Awards ($10k and $20k)
      - George T. and Gladys Abell-Hanger Faculty Award ($5k)
      - Dr. Charles L. Burford Faculty Award ($4k)
      - Butler Distinguished Educator Fellow (awarded every 3 years) ($10k/yr for 3 yrs)
   b. In addition to the above awards, the dean recommends to the provost a candidate for the following university awards (see University OPs -10.16, 32.13, and 32.24):
      - President’s Excellence in Teaching Award ($1.5k)
      - Texas Tech Alumni Association New Faculty ($0.5k)
      - Chancellor’s Council Distinguished Teaching Award ($5k)
      - President’s Excellence in Academic Advising Award ($1k)
      - President’s Academic Achievement Award ($2k)
      - Faculty Distinguished Leadership Award ($ vary)
      - Spencer A. Wells Award for Creativity in Teaching ($ vary)
      - Hemphill-Wells New Professor Excellence in Teaching Award ($ vary)
      - Piper Professor Award ($5k)
      - President’s Excellence in Engaged Scholarship Award ($2k)
      - President’s Emerging Engaged Scholarship Award ($1.5k)
      - President’s Excellence in Faculty Peer Mentorship Award ($1.5k)
      - Nancy J Bell Faculty Excellence in Mentoring Award ($1k)
      - Faculty Book Award ($5k, $3k, $2k)
2. **Presentation of Teaching and Research Awards/Recognition of University Nominees**

WCOE award recipients and the college’s university award nominees are recognized annually at the WCOE faculty and staff award ceremony. Departmental academy functions and the Distinguished Engineers Luncheon may also be occasions to celebrate these achievements. University award winners will be recognized at the spring Faculty Honors Convocation.

3. **Nomination Process**

   All departments must have a nominating committee for all awards in this OP. Only nominations provided by this committee to the college will be considered. This committee needs to contain a minimum of three committee members, preferably composed of previous related award winners, but cannot include the department chair. Self-nominations to the committee are encouraged.

4. **Membership of the WCOE Faculty Service and Teaching Awards Committee (STAC)**

   Each department will have only one member serve on the WCOE Faculty Service and Teaching Awards Committee. This member should have received an award in the previous year or a member of the department nominating committee. The membership term will be for one academic year, with possible reappointment. A student appointed by the dean will also serve as a voting member of the committee. The associate academic dean for undergraduate studies (ADUS) will be the committee chair without a vote. The committee will appoint a secretary from within its members to keep a record of their deliberations with permanent records maintained by the dean’s office.

5. **Eligibility and Restrictions**

   a. Department chairs, associate deans, and serving members of the STAC are ineligible for teaching and service awards.
   
   b. Previous Faculty Service and Teaching Award winners will be ineligible for three years to be re-nominated for the same award.
   
   c. Nominees for predominantly teaching awards must have taught at least six hours during the previous academic year.
   
   d. Nominees for predominantly service awards must have some involvement with student groups.
   
   e. Should insufficient quality candidates be nominated for the awards, not all awards will be made.
   
   f. Assistant professor, associate professor, professor, assistant professor of practice, associate professor of practice, professor of practice, lecturer, senior lecturer, instructor can apply for the awards in this OP, except (1) only tenured faculty are eligible to apply for Butler Distinguished Educator Fellow and (2) in addition to above list, graduate part-time instructors are eligible to apply for Jerry S. Rawls Distinguished Undergraduate Educator Award.

6. **Application**

   A separate application that addresses the appropriate criteria is needed for each award. If the nominee has previously won an award, please indicate this in the application letter.
University Awards
All applications for university awards must include the cover page in Attachment A of OP 32.24. Award criteria are specified in the appropriate OP. For the President’s Excellence in Academic Advising Award, see TTU OP 10.16. For the Chancellor’s Council Distinguished Teaching Award, see TTU OP 32.13. For the university-sponsored awards and honors, see TTU OP 32.24.

College Awards
Applications for WCOE teaching awards (George T. and Gladys Abell-Hanger Faculty Award and Dr. Charles L. Burford Faculty Award) consist of (maximum of 20 pages)

- A nomination letter stating which award is being applied for (failure to specify the award will be deemed incomplete and not considered further), why the candidate is being nominated, and why the candidate is a good candidate.
- Supporting letters from current and past students, focusing on the criteria for the award (not to exceed six (6) letters)
- Numerical summary scores from student evaluations (not to exceed 1 page – raw data should not be included) (last three years)
- Nominee’s teaching philosophy (not to exceed one (1) page)
- Nominee’s curriculum vitae (not to exceed five (5) pages)

WCOE teaching award criteria include excellence in classroom teaching, student advising, teaching innovations, and engineering education publications. The Award Package Evaluation Metric (see Attachment A) will serve as a guide for the selection committee, and the awardees will be selected based on the committee discussion. For the nomination package coversheet, please see OP 32.24.

The Butler Distinguished Educator Fellow guidelines are shown in Attachment B. The Jerry S. Rawls Distinguished Undergraduate Educator Awards guidelines are shown in Attachment C.

<table>
<thead>
<tr>
<th>WCOE Award</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jerry S. Rawls Distinguished Undergraduate Educator Awards</td>
<td>Outstanding Undergraduate Teaching (1 faculty award and 2 GPTI/Instructor awards)</td>
</tr>
<tr>
<td>Dr. Charles L. Burford Faculty Award</td>
<td>Outstanding Undergraduate Teaching</td>
</tr>
<tr>
<td>George T. and Gladys Abell-Hanger Faculty Award</td>
<td>Outstanding Graduate and/or Undergraduate Teaching</td>
</tr>
</tbody>
</table>

7. Recommended Timetable

<p>| January | The STAC chair (associate dean for undergraduate studies (ADUS)) verifies all University Award deadlines and accommodates the committee’s schedule accordingly. Department chairs notify the STAC chair of their STAC representative, and the STAC chair notifies the STAC members of their role in the committee. |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 31</td>
<td>The STAC Chair requests nominations from all college faculty and alums and asks them to help solicit nominations from faculty, including self-nominations. Nominations for all university and college teaching awards are to be submitted through the STAC. Departments should submit at least one nomination to the STAC so the committee can nominate and ensure that the WCOE has at least one nominee for each university award.</td>
</tr>
<tr>
<td>May 1</td>
<td>Departmental nominating committees meet to select nominees.</td>
</tr>
<tr>
<td>September 1</td>
<td>Closing date for all university awards and all college award nominations to STAC</td>
</tr>
<tr>
<td>September 15</td>
<td>STAC recommends nominees to the dean for the university’s competitive and noncompetitive awards and the WCOE awards. The STAC may be requested to assist in preparing nominees’ applications to the provost for screening by the TTU Honors and Awards Council for university competitive awards.</td>
</tr>
<tr>
<td>October 1</td>
<td>The dean chooses the university’s competitive and noncompetitive nominees and the WCOE award nominees. The dean notifies the STAC chair, nominees, and department chairs. The STAC chair collaborates with the senior director of financial and administrative services to prepare the checks given to recipients and with the senior director of marketing and communications to publicize award recipients.</td>
</tr>
<tr>
<td>October (tba)</td>
<td>Chancellor’s Council Distinguished Teaching Award nomination due to the provost</td>
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<tr>
<td>November (tba)</td>
<td>The Piper Professor Award nomination is due to the provost.</td>
</tr>
<tr>
<td>November (tba)</td>
<td>Selected university award nominations due to the provost. (See OP 32.24)</td>
</tr>
<tr>
<td>January 15</td>
<td>University award nominations are due to the provost (see OP 32.24). President’s Academic Advising Award due to provost.</td>
</tr>
<tr>
<td>WCOE Fall Faculty Meeting</td>
<td>Recognition of WCOE award recipients during the WCOE faculty and staff award ceremony.</td>
</tr>
<tr>
<td>April (tba)</td>
<td>Recognition of university award recipients during the spring Faculty Honors Convocation.</td>
</tr>
</tbody>
</table>
## Attachment A
### Award Package Evaluation Metric

<table>
<thead>
<tr>
<th>Award Name</th>
<th>Focus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charles L. Burford</td>
<td>Outstanding Undergraduate Teaching</td>
</tr>
<tr>
<td>Geroge T. and Gladys Abell-Hanger</td>
<td>Outstanding Graduate or Undergraduate Teaching</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Criteria</th>
<th>strong</th>
<th>adequate</th>
<th>weak</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching</td>
<td>High teaching evaluation scores; taught a variety of undergraduate and/or grad courses; developed UG/G courses/programs; program chairperson; course coordinator; application of various teaching pedagogies to support multimodal active learning</td>
<td>High teaching evaluation scores; some contributions to UG/G teaching; developed a course; fulfills teaching assignments as assigned by the chair; awareness of teaching pedagogies</td>
<td>Average teaching evaluation scores; fulfills teaching assignments as assigned by the chair; structured lectures</td>
</tr>
<tr>
<td>Developing educational materials</td>
<td>Highly published in engineering education: peer-reviewed journal articles, conference proceedings, and books; lead curriculum development for TTU or program outside of TTU; high level of outreach; proposals funded on engineering education</td>
<td>Published on the topic of engineering education: peer-reviewed journal articles and conference proceedings; participated in curriculum and/or program development for TTU or programs outside TTU; moderate level of outreach</td>
<td>Minimally published on engineering education; peer-reviewed journal articles, conference proceedings; minimal work on developing programs/curriculum; limited research.</td>
</tr>
<tr>
<td>Advising Graduate Students</td>
<td>Graduate students receive awards (external fellowships, best paper awards, poster awards); participate in university/college graduate student mentoring activities; graduate students enter academia.</td>
<td>Supports MS/PhD students; supports university/college graduate student events</td>
<td>Minimal advising of MS/PhD students; no participation in graduate student mentoring</td>
</tr>
<tr>
<td>Advising UG Students</td>
<td>Supervises UG research and students win awards and/or publish; advises UG students; serves as an advisor to student organization; supervises UG researchers.</td>
<td>Some support to student organizations; advises UG students</td>
<td>Does not supervise UG research; does not support student organization; limited advising of UG students</td>
</tr>
<tr>
<td>Teaching Awards/Recognition</td>
<td>Above average letters of recommendation; received internal and external teaching awards; student letters extremely positive as role model/instructor</td>
<td>Above average teaching recommendation letters; received internal teaching awards; student letters positive as a role model/instructor</td>
<td>Average support in student letters; moderate support of teaching in recommendation letters; no teaching awards</td>
</tr>
</tbody>
</table>
Attachment B

Butler Distinguished Educator Fellow

The Whitacre College of Engineering is pleased to solicit applications for the Butler Distinguished Educator Fellow. The award is intended to recognize and support engineering faculty contributing to engineering education through teaching, developing educational materials, and engaging in the scholarship of education.

To be eligible for this award, applicants must:
- Be a tenured faculty member of the College of Engineering.
- Be a past teaching award recipient and/or Teaching Academy Member.
- Contributed significantly to undergraduate engineering education by teaching, developing educational materials, and/or advising students.
- Published papers in educational journals/conference proceedings or books or other related products.
- Propose a plan for using this award to advance undergraduate education within the Whitacre College of Engineering at Texas Tech University.
- Comply with the restrictions in Section 4 on Restrictions as stated in the Operating Policy.

One faculty member every three years will be selected to receive the Distinguished Educator Fellow. The Butler Distinguished Educator Fellow Award was initially awarded in the Fall of 2011 and will be awarded every three years after. The award will consist of a $10,000 annual research stipend (for each of the 3 years) that can be used for summer salary, undergraduate and graduate student support, equipment and supplies, travel, and other activities approved by the dean.

Faculty members nominated or applying for this award should submit an application package not to exceed 20 pages. Anything submitted exceeding the 20-page limit will not be reviewed.

The package should consist of the following.
- A cover page with name, rank, department, and proposal title, not to be included in the 20-page limit.
- 5-page CV documenting teaching-related accomplishments, activities, and products. Faculty must highlight internal and external teaching awards, publications, and grants related to teaching and engineering education.
- 5-page proposal describing how the resources associated with this award will be used to advance undergraduate education within the Whitacre College of Engineering at Texas Tech University. Expected outcomes include curriculum development, engineering education-related peer-reviewed publications, educational products, annual teaching seminars and presentations, and pursuing external funds to support engineering education initiatives. The proposal should not exceed 5 pages.
- Numerical summary of scores from student evaluations for teaching for the last 3 years. It should not exceed 1 page, and raw data should not be included.
- Other supporting material, such as letters from current students, former students, and peers. Nominees could also include teaching philosophy, syllabi, lesson notes, papers, presentations, results of prior research, etc.
The final selection of the recipient will be made by a special committee commissioned by the dean, thereby not precluding STAC members from applying. Equal weight will be given to past accomplishments and potential future contributions to engineering education. Recipients must submit an annual report to the ADUS on their accomplishments related to the award. Failure to submit an annual report may result in termination of the award.
Attachment C

The Jerry S. Rawls Distinguished Undergraduate Educator Awards

The Jerry S. Rawls Distinguished Undergraduate Educator Awards is envisioned as having two cohorts: (1) tenure track faculty and (2) professors of practice, lecturers, instructors, and graduate part-time instructors.

Tenure Track Faculty

Award and Selection Criterion: This award will be over two years. The successful recipient can take the award immediately or spread it over two years ($20K or $10K/yr. for each of the two years). The candidate will be nominated by faculty or alums. The nomination will include student evaluations, the latest peer evaluations, teaching/education awards, educational journal articles or conference proceedings, and national or international educational presentations. The nominee will provide a one-page description of their educational philosophy and methodology.

Selection Committee: The committee will consist of four aspirational peer educators from other institutional teaching academies and one educator from the TTU Teaching Academy from outside of the WCOE. The committee will appoint its chair from this group. The TTU representative cannot be the chair. The ADUS will send out and collect the survey results and turn them over to the committee chair. These individuals will be paid $1500 each for their service. The committee will select one winner and submit that to the dean with a one-page justification. The dean will notify the winner and those who were not selected. This evaluation will be done in the Spring, one month after the last day of class. Repeat winners can receive the award every three years.

Professors of Practice / Lecturers / Instructors / Graduate Part-Time Instructors

Award and Selection Criterion: The award will be given to two recipients over two years. The successful candidate can take the award immediately or spread it over two years ($10K or $5K/yr. for each two years). Faculty and/or alums will nominate the candidate. The nomination will include student evaluations, the latest peer evaluations, teaching/education awards, educational journal articles or conference proceedings, and national or international educational presentations. The nominee will provide a one-page description of their educational philosophy and methodology.

Selection Committee: The committee will consist of four educators from the TTU Teaching Academy and be chaired by the ADUS. These individuals will be paid $500 each for their service. They will select two winners and submit them to the dean with a one-page justification. The dean will notify the winner and those who weren’t selected. This evaluation will be done in the Spring, one month after the last day of class. Repeat winners can receive the award every three years.