

**Texas Tech University**  
**WHITACRE COLLEGE OF ENGINEERING**  
**Operating Policy and Procedures**  
[Approved by Executive: 08-17-2021]

**WCOE OP 10.04: Service and Teaching Awards**

**Date:** August 21, 2021

**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 10.15 President's Excellence in Diversity and Equity Award
- OP 10.16 President's Excellence in Academic Advising Awards
- OP 32.13 Chancellor's Council Distinguished Teaching Award
- OP 32.24 Faculty Awards

**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
  - George T. and Gladys Abell-Hanger Faculty Award
  - Dr. Charles L. Burford Faculty Award
  - Lockheed Martin Award
  - Distinguished Educator Fellow (awarded every 3 years)
- b. In addition to the above awards, the dean recommends to the provost a candidate for the following university awards (see University OPs 10.15, 10.16, and 32.24):
  - President's Excellence in Teaching Award
  - Alumni Association New Faculty Award
  - Chancellor's Council Distinguished Teaching Award
  - President's Excellence in Academic Advising Award
  - President's Excellence in Diversity and Equity Award
  - President's Academic Achievement Award
  - Faculty Distinguished Leadership Award
  - Spencer A. Wells Award for Creativity in Teaching
  - Hemphill-Wells New Professor Excellence in Teaching Award

## 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. **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. The term of membership will be for one academic year with reappointment possible. A student appointed by the dean will also serve as a voting member of the committee. The associate academic dean will serve as committee chair without 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.

## 4. **Restrictions**

- a. Department chairs, associate deans, and serving members of the STAC are ineligible for teaching and service awards.
- b. Previous winners of Faculty Service and Teaching Awards will be ineligible for re-nomination for the same award category for a period of three years.
- c. Nominees for predominantly teaching awards must have taught a minimum of six hours during the previous academic year.
- d. Nominees for predominantly service awards must have some involvement with student groups
- e. Should there be insufficient candidates of quality for the awards, not all awards will be made.

## 5. **Application**

A separate application that addresses the appropriate criteria is needed for each award. If the nominee is a previous winner of an award, please indicate in the application letter.

### *University Awards*

The cover page included as Attachment A of OP 32.24 must be included in all applications for university awards. Award criteria are specified in the appropriate OP.

For the President's Excellence in Diversity and Equity Award, see TTU OP 10.15

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 University Teaching Awards, see TTU OP 32.24.

### *College Awards*

Applications for WCOE teaching awards consist of

- 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 for the award and why the candidate is a good candidate for the award.

- Supporting letters from current and past students, focusing on the criteria for the award (not to exceed 6 letters)
- Numerical summary scores from student evaluations (not to exceed 1 page – raw data should not be included)
- Nominee’s curriculum vitae

( Self nominations are appropriate except for Jerry Rawls awards)

For Jerry Rawls awards nominations need to be by students, faculty, or alumni. The nomination will include student evaluations, the results of a survey from students who had the faculty member in the class, the latest peer evaluations, teaching/education awards, a list of 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

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

WCOE Award	Criteria
Jerry S. Rawls Distinguished Undergraduate Educator Awards	Outstanding Undergraduate (1 faculty award and 2 GPTI/Instructor awards)
Lockheed-Martin Award	Outstanding Graduate or Undergraduate Teaching
Dr. Charles L. Burford Faculty Award	Outstanding Undergraduate Teaching
George T. and Gladys Abell-Hanger Faculty Award	Outstanding Graduate or Undergraduate Teaching

The Butler Distinguished Educator Fellow guidelines are shown in Attachment B.

## 6. Recommended Timetable

January 15	<p>STAC chair verifies all University Award deadlines and accommodates the committee’s schedule accordingly. Department chairs notify the chair (Associate Dean for Undergraduate Studies) of their STAC representative. The STAC chair notifies the STAC membership of their role in the committee.</p> <p>University award nominations are due to the provost (see OP 32.24). President’s Academic Advising, and President’s Diversity and Equity Awards due to provost.</p>
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April 30	The STAC Chair issues a request for nominations to all faculty in the college, asking them to aid in soliciting 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 that the committee can nominate and ensure that the WCOE has at least one nominee for each university award.
September 1	Closing date for all university awards and all college award nominations to STAC
September 15	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 the preparation of nominee's applications to the provost for screening by the TTU Honors and Awards Council for university competitive awards.

October 1	<p>The dean chooses the University's Competitive and Noncompetitive nominees and the WCOE award nominees.</p> <p>The dean notifies the STAC chair, nominees, and the department chairs. ADUS works in collaboration with the manager of Financial and Administrative</p>
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	Services to prepare the checks given to recipients. ADUS works in collaboration with the Director, Marketing and Communications to publicize award recipients.
October (tba)	Chancellor's Council Distinguished Teaching Award nomination due to the provost
November (tba)	Piper Professor Award nomination due to the provost.
November (tba)	Selected University award nominations due to the provost. (See OP 32.24)
WCOE Fall Faculty Meeting	Recognition of WCOE award recipients during the WCOE faculty and staff award ceremony.
April (tba)	Recognition of university award recipients during the spring Faculty Honors Convocation.

**Attachment A**  
**Award Package Evaluation Metric**

<b>Award Name</b>	<b>Focus</b>
Lockheed-Martin	Outstanding Graduate or Undergraduate Teaching
Charles L. Burford	Outstanding Undergraduate Teaching
Geroge T. and Gladys Abell-Hanger	Outstanding Graduate or Undergraduate Teaching

<b>Criteria</b>	<b>Value</b>		
	<b>5</b>	<b>3</b>	<b>1</b>
<b>Teaching</b>	High teaching evaluation scores; taught a variety of undergraduate and/or grad courses; developed UG/G courses/programs; program chair person; course coordinator	High teaching evaluation scores; some contributions to UG/G teaching; developed a course; fulfills teaching assignment as assigned by the chair	Average teaching evaluation scores; fulfill teaching assignment as assigned by the chair
<b>Developing educational materials</b>	Highly published in engineering education; peer-reviewed journal articles, conference proceedings, book; lead curriculum development for TTU or program outside of TTU; high level of outreach; proposals funded on engineering education	Published on the topic of engineering education; peer-reviewed journal articles, conference proceedings; participated in curriculum and/or program development for TTU or programs outside TTU; moderate level of outreach	Minimally published on the topic of engineering education; peer-reviewed journal articles, conference proceedings; minimal work on developing programs/curriculum; limited research
<b>Advising Graduate Students</b>	Graduate students receive awards (external fellowships, best paper awards, poster awards); participates university/college graduate student mentoring activities; graduate students enter academia	Supports MS/PhD students; supports university/college graduate student events	Minimal advising of MS/PhD students; no participation in graduate student mentoring
<b>Advising UG Students</b>	Supervises UG research and students win awards and/or publishes; advises UG students; serves as an advisor to student organization; supervises UG researchers	Some support to student organizations; advises UG students	Does not supervise UG research; does not support student organization; limited advising of UG students
<b>Teaching Awards/ Recognition</b>	Above average letters of recommendation; received internal and external teaching awards; student letters extremely positive as role model/instructor	Above average teaching recommendation letters; received internal teaching awards; student letters positive as a role model/instructor	Average support in student letters; moderate support of teaching in recommendation letters; no teaching awards

## **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.
- Have contributed significantly to undergraduate engineering education by teaching, developing educational materials and/or advising students.
- Have 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 as provided 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 Fall 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.

- Cover page with name, rank, department and proposal title, not to be included in 20 page limit.
- 5 page CV documenting teaching related accomplishments, activities and products. Faculty must highlight internal and external teaching awards, and 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 College of Engineering at Texas Tech University. Expected outcomes include curriculum development, engineering educated-related peer-reviewed publications, educational products, annual teaching seminars and presentations, and the pursuit of 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. Not to exceed 1 page and raw data should not be included.
- Other supporting material, such as letters of support from current students, former students, and peers. Faculty member could also include teaching philosophy, syllabi, lesson notes, papers, presentations, results of prior research, etc.

Final selection of the recipient will be made by a special committee commissioned by the Dean of Engineering thereby not precluding STAC members from applying. Equal weight will be given both to past accomplishments and to potential future contributions to engineering education. Recipients will be required to submit an annual report to the Associate Dean of Undergraduate Studies on their accomplishments related to the award. Failure to submit an annual report may result in termination of the award.