

SUBJECT: Faculty & Staff Awards

DATE: August 2018

PURPOSE: To provide a detailed explanation of the process used to select COHS award nominees/recipients for College and University awards. Related TTU OPs: [32.13](#); [32.21](#); [32.24](#); [70.30](#)

REVIEW: The policy will be reviewed when changes are made to the process or related OPs.

POLICY

The College of Human Sciences recognizes faculty and staff through a variety of College-level awards and further recognizes faculty members through nominations for University awards.

PROCEDURE

Faculty Awards

1. The process of selecting faculty award nominees/winners is handled through the COHS Faculty Council, which is advisory to the Dean.
 - a. During the spring semester (early April), a call goes out to the COHS faculty to make nominations for faculty awards for the NEXT academic year. Faculty members may nominate colleagues and may self-nominate. Department chairs also submit nominees for each award. Nominators are asked to use [this form](#).
 - b. Prior to the Faculty Council meeting, the Associate Dean makes available to Council members the award nominations along with the vita and annual report for each nominee. Council members evaluate nominations based on the qualifications for each award.
 - c. The Faculty Council meets to discuss the selection of nominees for each award. Members should be prepared to answer questions about nominees from their department. One candidate is chosen for each award along with an alternate. Two faculty members may be selected for the Burleson Service Award. The list of nominees is submitted to the Dean for approval.
 - d. An alternate should be selected should the Dean have an objection to the Council's first choice.
 - e. At the discretion of the Faculty Council, material for the unselected nominees can be retained for automatic consideration the next year.

2. Once the Dean approves the candidates (or alternate), the nominees are notified by email of their selection and informed about the timeline for further action. Example:

I am pleased to inform you that the Faculty Council has selected you as the 20XX-20XX COHS nominee for the Faculty Distinguished Leadership Award. Congratulations on this selection and the very fine work that you have done to qualify you for the award. The selection criteria were: For record of outstanding service to the department, college, or university. Granted as merited, not necessarily annually. As award recipient, you will submit a dossier for consideration at the university level. Please see OP 32.24 for more information and dossier preparation instructions. The dossier is due to the dean's office by November 16 so we will have time add

appropriate supporting material. Your award will be recognized by the College at the Fall 20XX faculty meeting. Again, congratulations on your selection.

3. In the following fall semester, faculty award winners will be honored at the opening faculty meeting. Each award winner will receive an honorarium at that time.
4. Each College winner (except for the Burluson Faculty Service Award, the COHS Excellence in Teaching Award, and the COHS Faculty Award for Commitment to Outreach and Engagement, which are College level only awards) will now be considered for the corresponding University level award.
 - a. The email notification (above) has explained the process for application for the University award and the deadline for submission of award packet.
 - b. Note: While all nominees are expected to submit a dossier for consideration at the University level, the Alumni Association New Faculty Excellence in Teaching Award and the President's Excellence in Teaching Award are awarded to each college, so the College nominees are automatic university level winners.
5. College award winners will complete an award packet for submission to the appropriate University selection committee based on the instructions provided in the relevant Operating Policy. The guidelines provided must be followed carefully.
 - a. The Associate Dean will send out a reminder email about a month before the award packet is due. Example:

I know you are both busy working on your award application, but I just wanted to remind you of the deadline. I need your dossier in my office by October 4 (earlier is fine). Remember that the dossier can be only 20 pages, and I need two of those pages. This page limit includes your vita, so you will need to do some cutting and summarization – minimize areas that are not pertinent to your award and emphasize the areas that are. I would spend more pages on outside letters and supporting material as permitted rather than a lengthy vita. Make the vita short, sweet, and to the point. Also please pay careful attention to the relevant OP – 32.13 for teaching and 32.21 for research. They are serious about limitations on type and number of included info and the 20 page limit is FIRM. I will prepare the nomination form that goes with the dossier but does not count toward your page limit. Let me know if you need any assistance. You can submit to me electronically or hard copy.
 - b. The Associate Dean will prepare the nomination form if required (which will not count against the 20 page limit) and add a two page letter of support (prepared in the dean's office) that will be counted in the page limit.
 - c. A representative from the Dean's Office will hand deliver the completed award packet to the appropriate office or submit electronically if that is the preferred submission method.
 - d. The award dossier will be archived in the electronic faculty files.
6. Winners at the University level will be notified by the relevant university selection committee and will be honored during award ceremonies held by the awarding group.

Staff Awards

1. The process of selecting staff award winners is handled through two *ad hoc* award committees that are advisory to the Associate Dean for Finance and Operations.

- a. There are two award committees, each selecting winners for the two staff awards from those in the Dean's Office (includes Office of the Dean, Technology Services, Student Services [includes Advising], Research, Marketing and Communications, and Development) or those working in the departments (includes centers and institutes).
 - b. Each selection committee is comprised of the two award winners from the previous year and two staff members selected by the Associate Dean for Finance and Administration. Committee members will evaluate the nominations for those in the "other" award group: Dean's Office for Departments, and Departments for the Dean's Office.
 - c. During the spring semester (early April), the Associate Dean for Finance and Operations will request nominations for the two College staff awards for the PAST academic year. Department Chairs, faculty members, and staff members can submit nominations. Self-nominations are also accepted. Nominators are asked to use [this form](#).
 - d. The committees are provided with the criteria for the award, nomination forms, and an [evaluation sheet](#). Each committee selects one recipient for each award.
2. Once the Associate Dean approves the committee selections, the winners are notified.
 3. In the fall of the following year, staff award winners will be honored at the opening faculty meeting. Each winner will receive an honorarium at that time.

DOCUMENTS INCLUDED

[OP 32.24 Faculty Awards](#)

[OP 32.13 Chancellor's Council Distinguished Teaching Award](#)

[OP 32.21 Chancellor's Council Distinguished Research Award](#)

[OP 70.30 Staff Awards](#)

[COHS Faculty Award Nomination](#)

[Nomination Form – Staff Awards](#)

[Nominating Chart and Rating Form Template](#)