

HONORS AND AWARDS GUIDELINES

College of Arts and Sciences Faculty Excellence Awards

Revised August 2016

I. PURPOSE

The purpose of the Faculty Honors and Awards program is to honor faculty members in the College of Arts and Sciences who demonstrate excellence in all three of the professional arenas of the professoriate so that we can celebrate our colleagues who model an effective, holistic approach to:

- Teaching (includes formal course offerings as well as informal mentoring)
- Research (includes Scholarship and Creative Activity)
- Service (includes on-campus and professional service as well as various forms of Community Engagement)

Faculty who are outstanding in all three areas may have recent or sustained accomplishments in one of the three areas that merit special recognition. For this reason, the Honors and Awards Committee may choose to designate a winner as having distinction in one of the areas of consideration.

II. ELIGIBILITY

Any current full-time member of the college faculty who meets these criteria:

- has held an appointment at BSU for at least three years
- has accomplished outstanding work while at BSU

III. NOMINATION

Each department may nominate no more than three faculty members for consideration in a given academic year. Nominations should be sent to the College office; review and evaluation will be conducted by an Honors and Awards Committee composed of department representatives.

A nomination will consist of a chair's or colleague's letter of nomination that expresses department-wide support and describes the nominee's achievements. If written by a colleague, it should also be signed by the chair. This letter will be accompanied by a copy of the nominee's curriculum vita. Nominations may also include an optional additional letter of support for the nomination and up to three pages of supporting materials (e.g., evidence of teaching effectiveness, impacts of service, importance of research or creative activities, etc.)

Nomination letters should not only describe and document why the nominee is outstanding in each of the areas of Teaching, Research, and Service (as described below), but also emphasize how this person achieves synergistic benefit among these activities, such that "the whole is greater than the sum of the parts." If the nominator recommends that the candidate receive recognition for distinction in an area, that should also be described and documented in the nomination letter.

Teaching

The letter should explain why the nominee is considered an outstanding teacher. It must contain a list of courses taught over the last three years and should include a narrative profile of student evaluations and involvement in other teaching-related activities. It should also include a narrative summary of the nominee's teaching that evaluates such matters as technique (preparation, organization, mastery of subject matter, clarity of presentation, and ability to present complex ideas), enthusiasm, the ability to generate student interest in the discipline, and teaching-related

activities outside the classroom (e.g., student involvement in research/creative activity, independent studies, accessibility).

Research

The letter should describe why the nominee is considered outstanding in scholarship and/or creative activity. In layman's terms, it should describe and evaluate publications, performances, or exhibitions regarding the quality and significance to the discipline. Achievements in this area will be assessed in the following order of importance:

1. Research published in books and refereed professional journals, publication of new compositions, recognized performances or juried exhibits. (Work done at national and international levels is often considered more prestigious than work done at regional or local levels, but this is not always the case. The committee should use its best judgment, with prestige being the overriding consideration.)
2. Research published in non-refereed reports; performances or works appearance in non-juried venues.
3. Grants awarded

Service

The letter should evaluate the nature and scope of both on- and off-campus service and/or community engagement, with special emphasis on activities carried out in addition to the nominee's ordinary duties as an employee of the University. The letter should note service in the following areas:

- University service (service as committee chair or member, invited presentations/lectures, consulting/editing, etc.);
- Community service (presentations/lectures/special classes taught, consulting/editing/reviewing, etc.);
- Professional service (participation in professional organizations, etc.)

Discussion of service should describe activities that involve the nominee with the surrounding Treasure Valley community, with special emphasis on activities that link the University's academic mission with its community partners to address issues of mutual benefit. (For example, shared research, jointly developed workshops, cooperative program development, technical development, and the like.) Mention should also be made of how service activities are related to the nominee's discipline, professional growth, and/or the public image of Boise State. Any pay received for such service should be explained.

IV. PROCEDURES

At the beginning of the fall term, the dean shall ask each department for a full-time faculty representative to serve on the Faculty Honors and Awards Committee. In addition, each department may nominate an adjunct representative to serve on the committee. The committee will include at least one adjunct faculty member who is eligible to vote for the Adjunct Teaching Award and the Faculty Excellence Awards. The committee will not include more than three adjunct faculty members. Faculty who are former award recipients should be strongly encouraged to serve on this committee.

A. The dean will also announce to departments that nominations for Awards are due in the College office by the first Friday in November, at which time they will be forwarded to the committee.

B. The committee will meet by the second Friday in November, select a chair, and decide on specific procedures it will follow. (The committee may decide, for example, that members who are unable to attend meetings be invited to convey their assessments of candidates, but that they not have a vote.)

C. By December 15, the committee will have selected up to three award recipients, and the committee chair will notify the associate dean of the selections and provide a brief (<300 word) summary of why each recipient was considered the most outstanding. Suggestions for improvements in the Guidelines may also be submitted. The dean will notify all nominees of the results. Committee members should keep results confidential until the dean announces award winners at the college's spring semester opening meeting.