

# **Faculty Affairs Committee**

## **IUPUC Faculty Awards Protocol**

The Indiana University-Purdue University-Columbus (IUPUC) Faculty Awards serve as encouragement to faculty, including librarians, to continue outstanding work. The awards recognize past achievement while simultaneously pointing to future aspirations. The awards are designed to honor faculty who epitomize the highest levels of excellence in the pursuit of IUPUC's mission. Ideally, each award will go to a candidate whose contributions are widely recognized both locally on campus and nationally.

### **Faculty Awards Committee**

The Faculty Awards Committee is an ad hoc committee comprised of a representative from each academic division plus the previous year's Jacqueline D. Franz Outstanding Part-time Faculty Teaching Award recipient.

The Vice Chancellor and Dean will appoint the committee members and alternates from each academic division at the beginning of the academic year, and charge one of the committee members to serve as the Faculty Awards Committee chair.

- The recipients of the previous year's IUPUC full-time faculty awards and Indiana University Trustees Teaching Awards will represent their respective Divisions.
- In the event that there was no award winner from a particular Division the previous year, the Vice Chancellor and Dean will appoint a representative from that Division.
- In the event that there were two or more award winners from a particular Division, the Vice Chancellor and Dean will select one of the winners to represent the Division on the Faculty Awards Committee.
- Awards Committee members are not eligible for consideration for the current year's award if they received it in the previous year but may be eligible for other awards. If a committee member is eligible and wishes to be considered for an award, he or she will recuse him or herself from participating in any discussion related to that award. In this event, the alternate member will represent that Division in the discussion.

### **Dossier Submission Process**

As a part of the regular annual review process, each Division's primary peer review committee, or similar body, will nominate up to two members for each award from their faculty.

- Copies of the nominated Faculty Annual Reports for these individuals, excluding supervisor assessments and self-analysis notes, will be made available to the Faculty Awards Committee for review.

- The primary peer review committee, or similar body, will include a short (300 words or less) rationale for the nomination of each individual based upon their respective Division's criteria for excellence.
- Upon receiving these nominations the Faculty Awards Committee chair will notify the nominees, and confirm that each nominee wishes to be considered for the award(s).
- Nominees have the option of submitting supplemental information (500 words or less) supporting their case, if desired.

### **Selection Period**

In addition to the IUPUC Faculty Awards, the Faculty Awards Committee will also be responsible for the selection of the recipients of the Indiana University Trustees Teaching Awards.

- If no faculty member is nominated for a particular award, or if no faculty meets the requirements for a particular award, then the award in question will not be given for that year.
  - Names of the award winners will be submitted by the Faculty Awards Committee chair to the Vice Chancellor and Dean by a date set annually by the Office of the Vice Chancellor and Dean to match the earliest deadline as required by the external awards, such as the IU Trustee's Award.
  - This date will be posted on the Faculty Annual Reviews webpage [<http://www.iupuc.edu/personneladministration/reviews/faculty>].

### **Award Review:**

The IUPUC Faculty Affairs Committee will review the awards process each year.

Approved by Faculty Senate 29 January 2010

**Procedures:**

The Office of the Vice Chancellor and Dean will be responsible for:

- Appointing the members and alternates of the IUPUC Faculty Awards committee and charging one of the committee members to serve as the Faculty Awards Committee Chair at the beginning of each academic year.
- Tracking and reporting the names of eligible faculty members for each award to the Division heads.
- Setting the dates for the submission of the nominations to the Office of the Vice Chancellor and Dean to match the earliest deadline required by external awards such as the IU Trustee's Award.
- Posting all relevant dates in the review and nomination process on the Faculty Annual Reviews webpage [<http://www.iupuc.edu/personneladministration/reviews/faculty>].
- Providing all documents regarding the nominees (FARs, rationale for nomination, supplemental information) to the Faculty Awards Committee Chair.

The Chair of the Faculty Awards Committee will be responsible for:

- Notifying nominees of their nomination and confirming their acceptance of the nomination.
- Calling and presiding over committee meetings.
- Distributing all documents regarding the nominees (FARs, rationale for nomination, supplemental information) to the members of the Faculty Awards Committee.
- Notifying the Office of the Vice Chancellor and Dean of their nomination for the winner of each award by the due date.
- Working with the IUPUC Faculty Senate Secretary to have the names of this year's winners posted on the IUPUC Awards Page immediately after the Spring Awards Ceremony.

## IUPUC Faculty Awards

### Outstanding Full-time Faculty Research, Scholarship & Creative Activity Award

**Background and Purpose:** This award recognizes outstanding research and/or creativity on the part of a full-time member of the IUPUC faculty.

**Eligible Faculty:**

- All full-time faculty members of IUPUC are eligible for this award.
- The faculty member is expected to have taught at IUPUC for at least two consecutive academic years up to the year in which he/she is nominated.

**Presentation of the Awards:**

- Each award will consist of a plaque, a monetary prize (as determined by the Vice Chancellor and Dean), which is reported as taxable income, and recognition at the Spring Awards Ceremony.
- The awards presentation will showcase the recipients as a way of recognizing their contributions.
- The names of this year's winners will be posted on the IUPUC Awards Page.

**Suggested Evidence for Outstanding Research, Scholarship & Creative Activity:**

- Publication of scholarly or creative book with a reputable press
- Publication of article(s) for an edited collection with a reputable press
- Entries in reference book(s) that entail research with a reputable press
- Publication of original software or multimedia with a reputable publisher
- Publication of articles in refereed journals
- Citations of the faculty member's work by other researchers and scholars
- Presentation or publication of creative works
- Invited presentations, invited reviews
- Refereeing or editing of a journal or press
- Research presentations at national and regional professional conferences
- Organizing research sessions at professional conferences
- National, international, or regional award for an article or book
- Research grants, internal or external
- Keynote or plenary addresses regarding research
- Co-publishing research with IUPUC students
- *And other appropriate forms of evidence*

**Deadlines:**

Nominations from Primary Peer Committees due to Faculty Awards Committee  
**2 weeks after the FAR are due**

Nominations by Faculty Awards Committee due to VC Office  
**Deadline is posted annually by Vice Chancellor and Dean**



## IUPUC Faculty Awards

### Outstanding Full-time Faculty Teaching Award

**Background and Purpose:** This award recognizes outstanding teaching on the part of a full-time member of the IUPUC faculty.

For each award, the faculty member is expected to have taught at IUPUC for at least two consecutive academic years up to the year in which he/she is nominated.

#### **Eligible Faculty:**

All full-time faculty members of IUPUC who satisfy the following criteria:

- Currently teaching at least 6 credit hours
- Taught at least 6 credit hours in the previous semester
- Has taught for at least four consecutive semesters at IUPUC

#### **Suggested Evidence for Outstanding Teaching:**

- History of successful student interaction through mentoring, civic engagement, service learning, etc.
- Works co-published with IUPUC students
- Publication of articles or books about teaching
- Awards contributing to teaching from a regional, national, or professional association
- Grants, internal or external, related to teaching
- Teaching-related presentations at professional conferences, within the university, in the community, and at IUPUC
- Scholarship of Teaching and Learning presentations at professional conferences, within the university, in the community, and at IUPUC
- Leadership role in support of excellence in teaching
- Student course evaluation scores
- *And other appropriate forms of evidence*

#### **Deadlines:**

Nominations from Primary Peer Committees due to Faculty Awards Committee

**2 weeks after the FAR are due**

Nominations by Faculty Awards Committee due to VC Office

**Deadline is posted annually by Vice Chancellor and Dean**

## IUPUC Faculty Awards

### Outstanding Full-time Faculty Service Award

**Background and Purpose:** This award recognizes outstanding service on the part of a full-time member of the IUPUC faculty.

**Eligible Faculty:**

- All full-time faculty members of IUPUC, including those with combined teaching and administrative duties, are eligible for this award.
- The faculty member is expected to have taught at IUPUC for at least two consecutive academic years up to the year in which he/she is nominated.

**Suggested Evidence for Outstanding Faculty Service:**

- Holding elected office in national professional organization
- Contributions to campus service workshops, discussion groups, and/or initiatives and civic engagement activities
- Leadership positions within organizations in the community such as but not limited to Boards of Education, Arts Council Board, Chamber of Commerce, political offices
- Participation with campus retention, convocation programs, etc., that results in documented significant outcomes
- Regular and excellent mentoring of students or faculty committee work
- Refereeing or editing of a journal or press
- Significant contributions over time to student organizations
- *And other appropriate forms of evidence*

**Deadlines:**

Nominations from Primary Peer Committees due to Faculty Awards Committee

**2 weeks after the FAR are due**

Nominations by Faculty Awards Committee due to VC Office

**Deadline is posted annually by Vice Chancellor and Dean**

## IUPUC Faculty Awards

### Jacqueline D. Franz Outstanding Part-time Faculty Teaching Award

**Background and Purpose:** Jacqueline D. Franz exhibited excellence in teaching and promoted excellence in those whose lives she touched at IUPUC. As Coordinator of Adjunct Faculty, Jacqueline D. Franz both encouraged and supported high academic standards in the classroom. Her support of excellent teachers and their efforts to maintain rigorous academic standards led the faculty of IUPUC to name this award in her honor.

The Jacqueline D. Franz Outstanding Part-time Faculty Teaching Award is given to recognize and encourage excellence in teaching by adjunct faculty members who inspire and assist students to reach their best academic potential.

#### **Eligible Faculty:**

All part-time faculty members of IUPUC who satisfy the following criteria:

- Teaching graduate or undergraduate courses for credit
- Taught at least 3 credit hours in the present academic year
- Taught at least 3 credit hours in the previous academic year
- Taught at least one course at IUPUC in each of the last two academic years
- The nominee must not have received the same award during the past three years.

#### **Nomination Process:**

For the Jacqueline D. Franz Outstanding Part-time Faculty Teaching Award, the chair of the Faculty Awards Committee will request nominations at the beginning of the spring semester.

- Any faculty, staff, student, or administrator may nominate a part-time faculty member for this award by submitting a completed nominations form to the chair of the Faculty Awards.
- Nominees may also self-nominate using the same form.
- The nomination must describe the accomplishments of the nominee that qualify him or her for the Franz award.
  - Nominators should be sure to include specific reasons or examples in describing an individual's qualifications for the award.
- Completed nomination forms should be sent to the chair of the Faculty Awards Committee by email or in writing.
- Nomination forms will be due on the closest business day to January 30 of each year.

**Selection Criteria:**

- Shows evidence of outstanding teaching ability including, but not limited to, classroom activities, presentations, and discussions
- Knowledgeable of the subject matter
- Ability to assist students with learning difficult material while maintaining an appropriately challenging academic environment
- Professionalism and integrity
- Willingness to assist students “above and beyond” the requirements
- Ability to inspire students to learn
- Demonstrates student satisfaction by receiving high global scores

**Deadlines:**

Call for Nominations	<b><u>29 January 2010*</u></b>
Nomination forms are due	<b><u>15 February 2010*</u></b>
Decision by Faculty Awards Committee due in Vice Chancellor’s Office	<b><u>1 March 2010*</u></b>

*\*These dates vary annually.*

## **IUPUC Faculty Awards**

### **IU Trustees Teaching Award**

For the criteria & procedures for the Trustees Teaching Award, please visit <http://faa.iupui.edu/awards/guidelines/GL-TTA.doc>

## IUPUC Faculty Awards

### Jacqueline D. Franz Outstanding Part-time Faculty Teaching Award

The Jacqueline D. Franz Outstanding Part-time Faculty Teaching Award is given to recognize and encourage excellence in teaching by adjunct faculty members who inspire and assist students to reach their best academic potential.

#### Nomination Form

Name of Nominee: \_\_\_\_\_

Person submitting nomination: \_\_\_\_\_

How do you know this faculty member? \_\_\_\_\_

\_\_\_\_\_

This nominee:

- Is a part-time faculty at IUPUC?
- Teaches graduate or undergraduate courses for credit
- Taught at least 3 credit hours in the present academic year
- Taught at least 3 credit hours in the previous academic year
- Taught at least one course at IUPUC in each of the last two academic years

Date Submitted: \_\_\_\_\_

Description/Reasons for Nominating this Instructor:

*Send completed Nomination Forms to the chair of the  
IUPUC Faculty Awards Committee  
by the deadline posted at the IUPUC Faculty Annual Reviews webpage*

<http://www.iupuc.edu/personneladministration/reviews/faculty/>