



**POLICY STATEMENT**

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**SUBJECT: OUTSTANDING FACULTY AWARDS**

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This policy statement serves to outline procedures for dispensing certain privately donated funds intended to recognize and encourage outstanding faculty members in professional areas as suggested below.

**I. PURPOSE**

The purpose of the Outstanding Faculty Awards is to recognize and to encourage excellence annually in one or more of the areas of teaching, research and creative activity, or service.

**II. POLICY ON ELIGIBILITY**

All full-time members of the faculty, including departmental chairs, are eligible for the award, except as herein noted. Members of the Faculty Research and Development Committee are eligible for the award (See V, Section C). The award is a one-time payment. It does not become part of the salary base of the recipient and is determined independently of regular salary decisions. **A recipient is ineligible to receive an Outstanding Faculty Award for the following two academic years.** The award is based only on the criteria stated herein.

**III. CRITERIA FOR THE AWARD**

In a given period, a faculty member's activities may excel in one area to a greater extent than in others. Accordingly, awards probably will reflect uneven contributions, although one may wish to complete the application format to show supporting strength in other areas. The award will be made for the activities in two previous calendar years based on one criterion exclusively or on

more than one of the following criteria. The nomination letter must clearly emphasize **ONE** of the three: teaching; research and creative activity; or service to University, community, and profession. Evaluation of the following criteria may include but not be limited to these sources of information.

#### A. Teaching

Teaching effectiveness of the faculty member shall be in the following areas: knowledge and currency in the subject field; objectivity toward subject matter; contributions to new curriculum/course development; effectiveness of communication in the classroom; ability to motivate students; demonstration of enthusiasm; sensitivity and helpfulness in instructional and advisory relationships with students; impact on the teaching profession at large; and use and development of appropriate instructional techniques and materials. Since teaching is the primary function of the faculty member, the single most important criterion on which the faculty member is evaluated shall be teaching effectiveness. Sources of information may include:

1. Student, peer, and/or administrative evaluation of the nominee's teaching, information on "teaching load" evaluated in terms of the teaching assignments of other members within the department;
2. Evaluation of the performance of former students;
3. The development and testing of teaching methods, techniques, and materials;
4. Citation of supervisory responsibility in team teaching;
5. Contributions to course and/or curriculum development in local, regional, and national forums;
6. Non-classroom student academic relationships including academic advising and use of office hours;
7. Evidence of active efforts of the nominee to improve teaching or sharing of teaching skills by participation in such educational projects as local, regional, or national teaching conferences, seminars, or faculty development workshops.

#### B. Research and Creative Activity

Research effort and scholarly achievement shall be evaluated for both quality and quantity in regard to publication of books, articles, and papers in professional journals; presentation of papers at meetings of professional associations; activities such as exhibits and; current research and creative activities that have not yet resulted in publications, display, or performance.

Also evaluated shall be source of funding, amount of release time, student participation, and co-authorships. Although it is agreed that some research may be in and for courses which the faculty member teaches and not for the purpose of publication or presentation, this type of research can best be judged under the teaching evaluation. Sources of information may include:

1. Current publications in print and in press;
2. Current scholarly papers presented;
3. Creative works, other than publications. An indication should be given of the breadth of recognition by one's peers that the exhibit or performance represents;  
(If the above research or creative activities are the result of a joint nature, the nominee's contributions should be clearly delineated.)
4. Efforts and successful attempts to obtain support for the reported activities;
5. Special awards or other recognition of the nominee's activities;
6. Off-campus consulting and/or editorial work for professional journals.  
(Faculty should indicate degree of release time and/or compensation, if any.)

C. Service to University, Community, and Profession

Each faculty member is expected to engage in service to the department, the University, the professions, and the community through such activities as off-campus courses and non-credit instruction (other than the normal teaching load); consulting activities (other than private); department and University support such as committee work, departmental administration, and sponsorship of student organizations. Sources of information may include:

1. Evidence of administrative excellence;
2. Evidence of participation and leadership on university committees and special programs such as short course, recruitment, "fairs", exhibits, or workshops;
3. Contributions and attendance at professional meetings/organizations (indicate leadership roles);
4. On-campus consulting and non-academic advising which includes student clubs, teams, and social affairs;
5. Participation in such off-campus activities that extend the mission of the University to the community and bring credit to the University. (Faculty should indicate degree of release time and/or compensation, if any.)

#### IV. NOMINATION PROCEDURE

Any eligible person may be nominated by any other member of the LSUS full-time faculty, except for departmental chairs who, while eligible as recipients of the award, may not make nominations for the awards for individuals in their departments. A letter of nomination commenting on the candidate's strengths supplemented by completion of an Awards Nomination Format constitutes the nomination. The nomination letter will indicate whether the nomination is primarily for teaching, research/creativity, or service. The nomination should be loaded onto MOODLE and the original, signed hard copy be turned in to the Chair of the committee.

#### V. EVALUATION OF NOMINATIONS

##### A. Evaluation Committee

The Faculty Research and Development Committee is the evaluation committee.

##### B. Evaluation Principles

Evaluation of the nominees will be made according to these principles:

1. The awards granted in the spring of each year will be based on the activities during the preceding **2 calendar years**. The award is intended to recognize current activities, not the accumulation of career record. However, it is recognized that any award period's accomplishments may well be the result of momentum based upon prior experience and achievement; therefore, history may play an important part in the evaluation process.
2. The total contribution of the individual will be judged based on currently assigned duties. Evaluation should begin with a consideration of reasonable expectations of the current assignment. Thus, a person assigned to teach less than a full load for expressed reasons of research or administrative or service activity will be judged on the differential nature of the load.
3. The evaluation will reflect a balance of quantitative and qualitative factors. Class size will not be a factor in the evaluation of teaching performance. The evaluation of research, however, will take into account both the amount and the quality of publication. Likewise, the

evaluation of service will consider both quantitative and qualitative factors.

C. Evaluation Procedures

Selection of the recipient(s) in each category will be made in accordance with procedures adopted by the Evaluation Committee. Three shall be designated specifically for teaching. The other two shall be awarded for research/creative activity, for service (University, community, professional), or for teaching at discretion of the Evaluation Committee.

If a member of the committee is nominated for an award, the Executive Committee of the Faculty Senate will appoint a replacement for the entire award selection process.

**VI. AMOUNT OF THE AWARD**

The committee will select five persons to receive a stipend as pre-determined by the committee's annual budget.

**AUTHORIZED BY:**

John S. Vassar  
Provost & Vice Chancellor for Academic Affairs

2/10/2017  
Date

**APPROVED BY:**

Lawrence Clark  
Chancellor

2/10/2017  
Date

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