

**SAN JOSE STATE UNIVERSITY  
ONE WASHINGTON SQUARE  
SAN JOSE, CA 95192**

**S13-6, Policy Recommendation, Campus Faculty Awards and Nominations for System Faculty Awards**

**Legislative History: Replaces S00-9 and S05-1**

**Amended by S13-6, Amendment A**

At its meeting of April 15, 2013, the Academic Senate approved the following policy recommendation presented by Senator Peter for the Professional Standards Committee. University Policy S13-6 was approved and signed by President Mohammad Qayoumi on April 18, 2013.

At its meeting of April 30, 2018, the Academic Senate approved Amendment A to University Policy S13-6. On May 11, 2018, President Mary A. Papazian approved and signed Amendment A to University Policy S13-6. Amendment A adds procedures for System Awards and opens up the Distinguished Service Award to Student Services Professionals III and IV.

**Policy Recommendation  
Campus Faculty Awards and Nominations for System Faculty Awards**

Resolved: The attached be accepted as University Policy.

Rationale: This is a general clean-up and reissuance of the existing two policies establishing the four different university-wide faculty awards. S00-9 consolidated the previously existing Outstanding Professor and Presidential Scholar policies with a newly created Distinguished Service Award. S05-1 created an award for Outstanding Lecturer. This proposal will bring all four into the same policy for ease of reference.

In addition, there are several substantive changes in the awards policies. The most substantive concerns eligibility for the University's honors for tenured faculty (Outstanding Professor, President's Scholar, and Distinguished Service Award). Currently the policy excludes "retired faculty." It is not commonly known that this also excludes faculty in the Faculty Early Retirement Program (FERP), since they are technically

retired and give up their tenure. However, under the FERP rules these “retired” faculty are hired back, continue to teach part time, serve on a variety of committees, and often remain active in community affairs and active with their research. Unfortunately, some of our most outstanding faculty are not nominated for an award until they have FERPed, since the (often sudden) announcement of retirement causes colleagues, Chairs, and Deans to be reminded of the individual’s contributions. Sadly, at that point it is too late. This policy would permit FERPed faculty to receive an award during the first year of the early retirement program—eliminating the problem of losing worthy nominees to unexpected and sudden retirement.

This revision also attempts to solve a second problem with the awards process. There are some years in which the pools of nominees for an award shrink to an unacceptable level, chiefly because many outstanding nominees do not return to the pool if they do not succeed the very first time they are nominated. (Twice it has been necessary to not give an award in a year.) This revision makes it easier for nominees who are passed over in one year to remain in consideration in subsequent years. The awards committees will consider a nomination and its supporting materials through three selection cycles.

At the request of the President, more flexibility has been built into this policy regarding the calendar for the nomination and awards process. The President and the Executive Committee may, by mutual agreement, alter the calendar at the beginning of the academic year to allow for flexibility in planning ceremonies or for avoiding conflicts.

Finally, the criteria for Outstanding Lecturer has been clarified. The old policy “highly recommended” that recipients of this award have accomplishments in each of three different categories of criteria. Professional Standards felt that this treated this award somewhat unequally as compared with the three more specialized awards available for tenured faculty. Those awards reward tenured faculty who are outstanding in only one of the traditional categories. The sentiment to liberalize the criteria for Outstanding Lecturer, however, was balanced by a desire to be sure that any recipient of the award be excellent in the primary activity of lecturers—teaching—but that recipients should also show a commitment to the university that goes beyond classroom teaching. The compromise is a modest liberalization of the criteria-- requiring recipients to be excellent in teaching, but to also show significant contributions in one or both of the remaining criteria.

Approved: (April 7, 2013)  
Vote: (7-0-0)

Present: (Green, Semerjian, Gleixner, Kauppila, Hsu, Peter, Brown)  
Absent: (Maldonado-Colon, Reade, Condon)  
Financial Impact: (No change)  
Workload Impact: (No change)

## **CAMPUS FACULTY AWARDS AND NOMINATIONS FOR SYSTEM FACULTY AWARDS**

### **I. Purpose**

The purpose of the Outstanding Professor, President's Scholar, Distinguished Service Award, and the Outstanding Lecturer Awards is to recognize faculty members who have excelled in the areas of teaching and advising, scholarship or creative activity, service to the university or profession, and a lecturer's excellence in teaching effectiveness and service, respectively. The recipients of these awards are those individuals who have continued exceptional performance in these areas.

This policy provides the eligibility for the four faculty awards, the nomination and selection processes and the criteria for each award.

This policy also provides a process for nominating faculty from SJSU for system based awards.

### **II. Information Relevant for All Four Campus Awards**

#### **A. Eligibility**

1. To be eligible for any of the four faculty awards, an individual must:
  - a. Be a faculty member as defined by the Senate Constitution and Bylaws; and
  - b. Not be part of the Management Personnel Plan (MPP status) either when nominated or selected; and
  - c. Not be retired (although retirement during the academic year does not forfeit eligibility for that year). A previously tenured faculty who has relinquished tenure to participate in an early retirement program (e.g. FERP) will be eligible during the first year of the retirement program. The faculty member will be regarded for this policy as retaining the academic rank held prior to the early retirement; and
  - d. Not have been awarded the particular award previously.
2. Additional requirements for particular awards:
  - a. For the President's Scholar award, nominees must have attained the rank of Professor.

- b. For the Outstanding Lecturer Award, a lecturer must have been employed at SJSU for at least six years.
- c. For the President's Scholar award and the Outstanding Professor Award nominees must have earned tenure at San Jose State University.
- d. For the Distinguished Service award, nominees must either have earned tenure at San Jose State University or have been a full time Student Services Professional III or IV employee continuously for six years.

B. Nomination Process

1. A Calendar organizing the deadlines for campus shall be created by mutual consent of the President and the Executive Committee of the Academic Senate. This Calendar will be distributed with the annual announcement and instructions for nominations. If the President and Executive Committee do not act, the default dates will be as follows:
  - a. Awards and calendar to be announced and publicized no later than October 1.
  - b. Nominations are due by October 31 (if that date falls on the weekend, then the due date will be the following Monday).
  - c. Selection committees will be formed no later than October 31.
  - d. Committee recommendations shall be delivered to the President no later than March 1.
  - e. The President will announce the awards no later than April 1.
2. The Senate Office and President's Office will work together to coordinate the sending of a notice to the entire campus community soliciting nominations for each of the four awards. A single announcement will be used for all four awards. That announcement will include the above eligibility factors, and refer people to this policy for a description of each award (with the web location provided in the letter). A single nomination form (see the Appendix of this policy) will be used for each award and be attached to the memo distributed to the campus community. Nominations are to be accompanied by an up-to-1500-word letter stating the reasons for nominating the faculty member and describing the accomplishments of the nominee as appropriate to the award criteria.
3. Nominations may come from any source including self-nominations. Deans should publicize the awards within their colleges and encourage nominations for all four awards from all sources.
4. It shall be the responsibility of the Administrative Chair of each committee to arrange for unsuccessful nominations and their

supporting materials to be retained for three years. Nominations will remain active for consideration for three years, with nominees given the option of submitting additional or revised materials with each annual cycle. After three years the nominee's materials will be discarded and a new set of materials would be required if the candidate is nominated again.

C. Selection Process

1. Separate selection committees will be formed annually for each award. The members of each selection committee are described at Sections III, IV, and V and VI of this policy. The Executive Committee of the Senate will work with the President in forming each of the four ~~three~~ committees. In this selection process, effort should be made to ensure that at least one member also served on the selection committee in the prior year in order to provide continuity for the committees. In addition, the Executive Committee and the President should strive for broad representation of the colleges as well as diversity of membership.
2. Each selection committee will review the nominations to select the nominees for whom further information is desired. The selection committee will determine the type of information needed to make its selection, but such information at a minimum will include the nominee's curriculum vitae and self-verification of their eligibility (as described in section II.A. of this policy). The selection committees will set their own process and schedule for receiving and reviewing information, but must forward their recommendations to the President by the date established by the annual awards calendar.
3. General guidelines for the selection committees are provided in Section VII of this policy.

D. Role of the Academic Senate and the President

1. The Academic Senate Office and the President's Office will work together in notifying the campus community of the request for nominations. The Senate Office will receive the nominations and ensure that they are delivered to the chairs of each selection committee.
2. The Senate Executive Committee will work with the President to select the members of each selection committee as described in Sections III, IV, and V of this policy.

3. The President will select the recipient of each award from a list of three unranked faculty selected by the selection committees.
4. The President's Office is responsible for notifying the award recipients, and for funding and arranging for the issuance of the awards.
5. Confidentiality of all information will be maintained at all times.

E. Form of Award

At a minimum, each award recipient will receive a plaque, a monetary award, and recognition at graduation and another event selected by the President in consultation with the Senate Executive Committee.

### III. Outstanding Professor Award

A. Purpose of the Award

To recognize a faculty member for overall excellence in teaching and service to students.

B. Criteria

In evaluating candidates for this award, consideration should be given to the criteria listed below. There is no set-weighting requirement, but it is highly recommended that the recipient have accomplishments in each of the broad criteria categories set out below.

1. Teaching Excellence

- a. Evidence of teaching excellence exists as demonstrated through SOTE scores, other student evaluations, peer evaluations, external reviews, etc.
- b. Teaches a variety of courses.
- c. Participates in professional and scholarly activities that enhance teaching ability and currency in the discipline.
- d. Serves as a mentor to other educational professionals.

2. Commitment to Students

- a. Advises students through student organizations, theses, and/or other projects.

- b. Participates in student orientation and advisement activities.
- c. Mentors students regarding career and graduate school considerations.
- d. Engages in service to the campus and/or profession that benefits students.

C. Selection Committee

The Selection Committee shall consist of three prior recipients of the award, one student, and one administrator. All shall be voting members of the committee. The administrator shall serve as chair of the committee.

**IV. President's Scholar Award**

A. Purpose of the Award

To recognize a faculty member who has achieved widespread recognition based on the quality of scholarship, performances, or creative activities.

B. Criteria

In evaluating candidates for this award, consideration should be given to the nominee's history of scholarship and creative activities, recognition of outstanding achievements by peers, and importance of the work to the discipline and beyond. These criteria may only be changed with consultation and approval of the President.

C. Selection Committee

The Selection Committee shall consist of four prior recipients of the award and one administrator. All shall be voting members of the committee. The administrator shall serve as chair of the committee.

**V. Distinguished Service Award**

A. Purpose of the Award

To recognize a faculty member (see II.A.2.d) for exemplary service in a leadership capacity to the University and/or the community or profession, that brings credit to San José State University.

B. Criteria



In evaluating candidates for this award, consideration should be given to the criteria listed below. There is no set-weighting requirement, but it is highly recommended that the recipient have accomplishments in all three broad criteria categories set out below.

In addition to the criteria described below, eligibility for this award requires that the faculty member have a consistent record of service at the department, college, and/or university levels.

1. Contribution to the SJSU Mission

- a. The faculty member's contribution falls within one or more types of service to the campus. Examples of service include, but are not limited to, contributions through committee work; student outreach and retention; application of expertise to benefit the University and its community through participation in university and community organizations, professional associations, Academic Senate and other governance bodies, California Faculty Association, and appropriate governmental boards and commissions; advancement of public support for the University; and lectures and seminars to community groups.
- b. The faculty member's service provides a meaningful benefit to the campus.
- c. The faculty member is able to involve members of the SJSU community in the service activity.

2. Significant Contribution

- a. The faculty member's service has a significant effect on the campus, professional or broader communities.
- b. The faculty member's service demonstrates leadership and initiative.

3. On-Going Commitment

- a. The faculty member has made a consistent contribution of service.
- b. The faculty member's service record represents multiple years of commitment.

C. Selection Committee

The Selection Committee shall consist of three prior recipients of the award, an administrator and a member of the community. All shall be voting members of the committee. The administrator shall serve as chair of the committee.

## **VI. Outstanding Lecturer Award**

### **A. Purpose**

To recognize a lecturer for excellence in teaching effectiveness and service to the San José State University campus community.

### **B. Criteria**

In evaluating candidates for this award, consideration should be given to the guidelines listed below. The recipient must demonstrate excellence in facilitating student learning (category 1), and should also demonstrate significant contributions in one or both of the remaining categories (categories 2 and 3.)

1. Excellence in Facilitating Student Learning – which might be evidenced by:
  - a. SOTE scores, other student evaluations, peer evaluations, external reviews, etc.
  - b. Teaching or providing assistance for a variety of courses.
  - c. Teaching a course designed by them at the request of their department or college.
  - d. Playing a key role in the design of: curriculum, tutorials, learning objectives, assessment procedures, lab set up or operations, or a departmental, college or university project or initiative
  - e. Serving as a mentor to other educational professionals.
2. Commitment to Students – which might be evidenced by:
  - a. Advising students through student organizations and/or other projects.
  - b. Participating in student orientation and advisement activities.
  - c. Mentoring students regarding career and graduate school considerations.

- d. Engaging in service to the campus and/or profession that benefits students.
- 3. Contributions Beyond Teaching – which might be evidenced by consistency of:
  - a. Service on university, college and/or department committees or projects that provide a meaningful benefit to the campus.
  - b. Service to the campus or profession that demonstrates leadership and initiative.
  - c. High quality scholarship, performances, or creative activities.

C. Selection Committee

The Selection Committee shall consist of three prior recipients of the award, one student, and one administrator. All shall be voting members of the committee. The administrator shall serve as chair of the committee.

**VII. General Guidelines for Selection Committees**

A. General Guidance

The selection committees have latitude in many aspects of their operation, from setting their meeting schedule to the approach for evaluating nominees within the criteria set out in this policy.

B. Reminders for each Selection Committee:

- 1. Establish a schedule that will allow sufficient time for nominations to be reviewed, eligibility verified, determination by the committee of the type of documentation to be prepared by nominees, nominees' preparation of the required documentation, and review of the nominee materials. The committee needs to forward the names of the top three nominees (unranked) to the President by the date established by the President in conjunction with each committee chair but no later than March 1.
- 2. The Office of Faculty Affairs can assist the committee if it needs to verify the eligibility of any nominee.
- 3. If the committee determines that the number of nominees is greater than the number who should be asked for further documentation, a "first cut" should be made based on the nominating letters. If the committee determines that an insufficient number of nominations have

been made, it should consult with the Chair of the Senate about sending out another request for nominations.

4. Decide what additional documentation should be requested from nominees, such as letters of recommendation or a personal statement. At a minimum, nominees are to submit a curriculum vitae. A discussion of the purpose of the award and the criteria (as set out in this policy) should help the committee in deciding upon the documentation to request.
5. Decide upon an approach for reviewing the nomination letters and the information provided by nominees, and for selecting the top three nominees.
6. After the top three nominees have been selected, a summary of the significant qualifications of each should be forwarded to the President's Office along with the nominating letters and information provided by each of the three nominees. The three nominees submitted to the President should be unranked. If the committee determines there are fewer than three qualified candidates, then fewer than three nominees should be forwarded. If the committee determines that there is no qualified candidate, then no names should be forwarded and the award not given in that year.
7. The committee chair should arrange for mailing of letters to nominees to request additional information, as well as thank you letters upon completion of the process. The President's Office will also send a congratulatory letter to the recipient of the award, and optionally, to the other two finalists.
8. Committee members are to maintain confidentiality of the nominee names, documentation, and evaluation comments.

#### **VIII. System Awards.**

- A. Purpose. From time to time the CSU requests faculty nominees for various system-wide awards (e.g., the Wang awards.) Sometimes these requests arrive with short timelines. This section (VIII) of policy is intended to provide a means for SJSU to nominate faculty candidates of excellence for system awards while retaining the flexibility to adapt to new awards, sudden timelines, or changes in criteria.
- B. Announcement. When nominations of faculty for a system wide award are requested, the Chair of the Senate or the President shall announce

the award and procedures for application to the campus in a timely manner.

- C. Committee(s). The Chair of the Senate shall organize one or more special screening committees (as needed) to provide the President with nominations. The committee or committees shall parallel the general structure of campus awards committees as follows:
  - i. Each committee shall be chaired by an administrator appointed by the President.
  - ii. Each committee shall include three prior recipients of campus or system based awards, with the provision that no committee members may be candidates for the current award;
  - iii. Committee members should so far as possible be selected for their expertise or achievements in the area(s) covered by the system award.
  - iv. In forming committees, effort should be made to ensure that at least one member also served on the selection committee in the prior year in order to provide continuity for the committees. In addition, committees should strive for broad representation of the colleges as well as diversity of membership.
  
- D. The nominating committee will consider any applications or nominations that emerge from an open call. In addition, when the committee determines that the criteria for a system award parallel those of an internal SJSU award, the committee shall review among the pool of potential nominees the last three SJSU awardees in the similar category.
  
- E. The Committee is encouraged to follow the standard procedures for the other campus awards as much as possible within the limits of the particular system-wide award, and should provide the President with three unranked choices from among the candidates, along with a summary of their qualifications.

Appendix

Nomination Form for Outstanding Professor, President's Scholar, Distinguished Service Award, and Outstanding Lecturer Award

Instructions:

- Before completing this form, please read the eligibility criteria for each award outlined in UP S13-6 available at [http://www.sjsu.edu/senate/policies/pol\\_chron/index](http://www.sjsu.edu/senate/policies/pol_chron/index).
- Please use a separate form for each nominee.
  
- In addition to submitting this nomination form, you must also submit (at the same time) an up-to-1500-word letter stating the reasons for nominating the faculty member and describing the accomplishments of the nominee as appropriate to the award criteria.
  
- Submit this nomination form, with your letter attached, to the Academic Senate Office (ADM 176 or zip 0024) by October 31.

To: Academic Senate Office (ADM 176) 0024

From: \_\_\_\_\_ Phone: \_\_\_\_\_

Subject: Nominations for Faculty Award

I would like to nominate the following faculty member for (check only one):

Outstanding Professor Award

President's Scholar Award

Distinguished Service Award

Outstanding Lecturer Award

NOMINEE'S NAME: \_\_\_\_\_

NOMINEE'S DEPARTMENT: \_\_\_\_\_