

**SAN JOSE STATE UNIVERSITY
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SAN JOSE, CA 95192**

S13-6, Amendment A to University Policy S13-6, ~~Outstanding Professor, President's Scholar, Distinguished Service Award, and Outstanding Lecturer Awards~~ Campus Faculty Awards and Nominations for System Faculty Awards

Amends: S13-6

Legislative History:

At its meeting of April 30, 2018, the Academic Senate approved Amendment A to University Policy S13-6 presented by Senator Peter for the Professional Standards Committee. University Policy S13-6 was approved by President Qayoumi on April 18, 2013.

**Signed and approved by
President Mary A. Papazian
on May 11, 2018.**

Resolved: That S13-6 be amended as shown by the strikeout and underline of the attached. (The referral and supporting documents are attached for information but will not become part of policy.)

Rationale: Professional Standards received referral PS-F17-2, requesting that we examine the procedures for determining the nominees for the CSU-wide Wang Family Award and possibly codify them in policy. The Wang Family Awards are the most prestigious awards in the CSU. They are described in their current form in the attachment.

For many years the campus has determined our nominees for the Wang awards in a somewhat *ad hoc* way. In fact, the process has been reinvented from time to time as Senate Chairs and Presidents have come and gone. For example, the Senate Office found a memo from Spring 2000 outlining a set of internal procedures, but this memo had been lost over the years (see attachment.) Further complicating matters, the Wang awards have changed several times, with new criteria, categories, timelines, etc. As a result, the nomination process has sometimes been rushed. Professional Standards is committed to a policy that assures that

the President will receive the strongest possible pool of faculty nominees each year.

Professional Standards confronted a common policy-making dilemma: how can we provide for a rational process without creating language that is so specific that it rapidly becomes inflexible or obsolete? We responded in the following way:

- We have crafted flexible language that allows the President and the Chair of the Senate to create committees and processes as needed.
- We kept mention of the Wang awards and all specifics about timelines and categories out of the language, so that the same flexible process could be used even if the awards change, or if new system awards require nominations.
- We record this language in the campus awards policy, where it plausibly fits and where it will not be misplaced.
- We harness, when possible, synchronicity between the campus awards process and recipients to assist the nominations for system awards or the construction of system award committees.

In addition to the amendments designed to address the need for system award nominations, Professional Standards recommends several minor editorial amendments designed to update the awards policy. For example, since 2013 we have adopted a new RTP policy and the term “academic assignment” is becoming less useful and well understood since we now have separate categories for teaching and service. This term was replaced in the Outstanding Professor section with “teaching and service to students.” Similarly, we have more prominently highlighted the requirement for tenure for two of the awards—they have always required tenure but this was buried in the fine print, leading to some confusion.

Professional Standards also recommends making the awards more inclusive in two ways. First, we have recommended some additional language to guide the Executive Committee in staffing the selection committees to focus on “diversity of membership.” Second, we have opened up the Distinguished Service Award to those Student Service Professionals who are classified as faculty by the Senate Bylaws but who are currently not eligible for any campus awards. This seems like an appropriate award for faculty who dedicate their careers to serving students.

Approved: April 23, 2018
Vote: 10-0-0
Present: Chin, He, Marachi, Kauppila, McKee, White, Peter, Donahue, Pyeon, Kimbarow
Absent: None
Financial Impact: None.

Workload Impact: There will be no more workload than currently exists, and having an agreed upon process may reduce workload by preventing the reinvention of the wheel on an annual basis.

~~OUTSTANDING PROFESSOR, PRESIDENT'S SCHOLAR, DISTINGUISHED
SERVICE, and OUTSTANDING LECTURER AWARDS~~
**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 ~~Unit 3~~ 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, ~~and the Distinguished Service 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 awards ~~all parts of the process~~ 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. ~~academic assignment.~~

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.
- 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: _____