

1 **San Jose State University**
2 **Academic Senate**
3 **Professional Standards Committee**
4 **October 2, 2023**
5 **Final Reading**

AS 1858

6 **Policy Recommendation**
7 **Amend S13-6 (Campus Faculty Awards and Nominations for System Faculty Awards)**

8 Legislative History: This proposal would amend the policy on Campus Faculty Awards and
9 Nominations for System Faculty Awards

10 Rationale: S13-6 makes reference to a process for delivery of paper nomination forms to the
11 Senate office, a practice that has been discontinued in favor of Google Forms for several years.
12 In addition, S13-6 contains the text of the nomination form itself, which has been modified over
13 the years. This proposal would amend the policy to remove these specific procedural details,
14 including deleting the entire Appendix containing the nomination form (while retaining the
15 established timeline for nominations).

16 Resolved: That S13-6 (Campus Faculty Awards and Nominations for System Faculty Awards)
17 be modified as follows:

18
19 Approved: September 25, 2023
20 Vote: 5-0-0
21 Present: Barrera, Chen, French, Kazemifar, Pendyala
22 Absent: Lacson, Raman, Smith
23
24 Financial Impact: None anticipated
25 Workload Impact: None anticipated

26
27 **CAMPUS FACULTY AWARDS**
28 **AND NOMINATIONS FOR SYSTEM FACULTY AWARDS**

29 **I. Purpose**

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

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

38 This policy also provides a process for nominating faculty from SJSU for system based
39 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 ~~C~~alendar, nomination form, and related procedures establishing ~~organizing~~
the deadlines for campus awards shall be created by mutual consent of the
President and the Executive Committee of the Academic Senate. This
~~C~~alendar 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 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.

- 163 b. Teaches a variety of courses.
164
165 c. Participates in professional and scholarly activities that enhance
166 teaching ability and currency in the discipline.
167
168 d. Serves as a mentor to other educational professionals.

169 2. Commitment to Students

- 170 a. Advises students through student organizations, theses, and/or other
171 projects.
172 b. Participates in student orientation and advisement activities.
173 c. Mentors students regarding career and graduate
174 school considerations.
175 d. Engages in service to the campus and/or profession that benefits
176 students.

177 C. Selection Committee

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

181 **IV. President's Scholar Award**

182 A. Purpose of the Award

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

185 B. Criteria

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

191 C. Selection Committee

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

195 **V. Distinguished Service Award**

196 A. Purpose of the Award

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

200 B. Criteria

201
202 In evaluating candidates for this award, consideration should be given to the
203 criteria listed below. There is no set-weighting requirement, but it is highly
204 recommended that the recipient have accomplishments in all three broad
205 criteria categories set out below.

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

209 1. Contribution to the SJSU Mission

210 a. The faculty member's contribution falls within one or more types of service
211 to the campus. Examples of service include, but are not limited to,
212 contributions through committee work; student outreach and retention;
213 application of expertise to benefit the University and its community
214 through participation in university and community organizations,
215 professional associations, Academic Senate and other governance
216 bodies, California Faculty Association, and appropriate governmental
217 boards and commissions; advancement of public support for the
218 University; and lectures and seminars to community groups.

219 b. The faculty member's service provides a meaningful benefit to the
220 campus.

221 c. The faculty member is able to involve members of the SJSU
222 community in the service activity.

223 2. Significant Contribution

224 a. The faculty member's service has a significant effect on the
225 campus, professional or broader communities.

226 b. The faculty member's service demonstrates leadership and
227 initiative.

228 3. On-Going Commitment

229 a. The faculty member has made a consistent contribution of service.

230 b. The faculty member's service record represents multiple years
231 of commitment.

232 C. Selection Committee

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

236 **VI. Outstanding Lecturer Award**

237 A. Purpose

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

240 B. Criteria

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

246 1. Excellence in Facilitating Student Learning – which might
247 be evidenced by:

248 a. SOTE scores, other student evaluations, peer evaluations, external reviews,
249 etc.

250 b. Teaching or providing assistance for a variety of courses.

251 c. Teaching a course designed by them at the request of their department or
252 college.

253 d. Playing a key role in the design of: curriculum, tutorials, learning objectives,
254 assessment procedures, lab set up or operations, or a departmental, college
255 or university project or initiative

256 e. Serving as a mentor to other educational professionals.

257 2. Commitment to Students – which might be evidenced by:

258 a. Advising students through student organizations and/or other projects.

259 b. Participating in student orientation and advisement activities.

260 c. Mentoring students regarding career and graduate school considerations.

261 d. Engaging in service to the campus and/or profession that benefits students.

- 262 3. Contributions Beyond Teaching – which might be evidenced by
263 consistency of:
- 264 a. Service on university, college and/or department committees or projects
265 that provide a meaningful benefit to the campus.
- 266 b. Service to the campus or profession that demonstrates leadership and
267 initiative.
- 268 c. High quality scholarship, performances, or creative activities.

269 C. Selection Committee

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

273 **VII. General Guidelines for Selection Committees**

274 A. General Guidance

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

278 B. Charge

279 The purpose of the Outstanding Professor, President's Scholar, Distinguished
280 Service, and the Outstanding Lecturer Awards committees is to recommend for
281 recognition faculty membership who have excelled in the areas of teaching and
282 advising, scholarship or creative activity, service to the university or profession, and a
283 lecturer's excellence in teaching effectiveness and service, respectively.

284 C. Reminders for each Selection Committee:

- 285 1. Establish a schedule that will allow sufficient time for nominations to be
286 reviewed, eligibility verified, determination by the committee of the type of
287 documentation to be prepared by nominees, nominees' preparation of the
288 required documentation, and review of the nominee materials. The committee
289 needs to forward the names of the top three nominees (unranked) to the
290 President by the date established by the President in conjunction with each
291 committee chair but no later than March 1.
- 292 2. The Office of Faculty Affairs can assist the committee if it needs to verify
293 the eligibility of any nominee.
- 294 3. If the committee determines that the number of nominees is greater than the
295 number who should be asked for further documentation, a "first cut" should
296 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.

- 337 ii. Each committee shall include three prior recipients of campus or system
338 based awards, with the provision that no committee members may be
339 candidates for the current award;
- 340
- 341 iii. Committee members should so far as possible be selected for
342 their expertise or achievements in the area(s) covered by the system
343 award.
- 344
- 345 iv. In forming committees, effort should be made to ensure that at least one
346 member also served on the selection committee in the prior year in order to
347 provide continuity for the committees. In addition, committees should strive
348 for broad representation of the colleges as well as diversity of membership.

349 D. The nominating committee will consider any applications or nominations that
350 emerge from an open call. In addition, when the committee determines that
351 the criteria for a system award parallel those of an internal SJSU award, the
352 committee shall review among the pool of potential nominees the last three
353 SJSU awardees in the similar category.

354 E. The Committee is encouraged to follow the standard procedures for the other
355 campus awards as much as possible within the limits of the particular system-
356 wide award, and should provide the President with three unranked choices
357 from among the candidates, along with a summary of their qualifications.

358

359 ~~Appendix-~~

360 ~~Nomination Form for Outstanding Professor, President's Scholar, Distinguished~~
361 ~~Service Award, and Outstanding Lecturer Award-~~

362 ~~Instructions:-~~

363 ~~• Before completing this form, please read the eligibility criteria for each award outlined in UP~~
364 ~~S13-6 available at http://www.sjsu.edu/senate/policies/pol_chron/index. • Please use a~~
365 ~~separate form for each nominee.-~~

366 ~~• In addition to submitting this nomination form, you must also submit (at the same time) an up-~~
367 ~~to 1500 word letter stating the reasons for nominating the faculty member and describing the~~
368 ~~accomplishments of the nominee as appropriate to the award criteria.-~~

369 ~~• N Submit this nomination forms and letters must be submitted by the deadline established by~~
370 ~~the Academic Senate office., with your letter attached, to the Academic Senate Office (ADM~~
371 ~~176 or zip 0024) by October 31.-~~

372 ~~To: Academic Senate Office (ADM 176) 0024-~~

373 ~~From: _____ Phone: _____~~

374 ~~Subject: Nominations for Faculty Award-~~

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

376 ~~___ Outstanding Professor Award~~

377 ~~___ President's Scholar Award~~

378 ~~___ Distinguished Service Award~~

379 ~~___ Outstanding Lecturer Award~~

380 ~~NOMINEE'S NAME: _____~~

381 ~~NOMINEE'S DEPARTMENT: _____~~