

At its meeting of February 29, 1988, the Academic Senate approved the following Policy Recommendation presented by David McNeil for the Professional Standards Committee.

#### MERITORIOUS PERFORMANCE AND PROFESSIONAL PROMISE AWARDS

Revises S87-2.

This policy is designed to implement Articles 31.11 through 31.19 of the Memorandum of Understanding for Unit Three (faculty), agreed to in December, 1984, and specifically Article 31.12: "Criteria to be used in the evaluation of faculty applications for these incentive awards shall be developed mutually by the academic senate or council and the campus President or designee."

##### I. Eligibility

All members of the faculty unit are eligible to apply for a meritorious performance and professional promise award, except that no individual who has received such awards in previous years may apply on the basis of achievements already recognized.

##### II. Criteria

Awards are to be granted as special incentives for meritorious performance and professional promise, as demonstrated by (1) superior teaching, librarianship, or coaching; (2) significant professional accomplishments; and (3) outstanding service to the University community. Normally, achievement in at least two of these three areas is required, though exceptional performance and promise in one area may justify an award.

##### III. Procedures

###### A. Announcement

The Office of the Associate Academic Vice President for Faculty Affairs shall compute the number of grants to be allocated to each school, shall develop an appropriate schedule, and shall, in association with the Academic Senate Office, arrange for publicity for the awards program. For purposes of allocation, application, and review, the Library, the Division of Library and Information Science, and the Division of Intercollegiate Athletics shall be regarded as school equivalent units.

B. Application for a meritorious performance and professional promise award for any member of the faculty unit may be initiated by anyone in the university community. Eligible candidates who wish to be considered for an award should submit the following:

1. A statement of not more than three pages which identifies those achievements (past and proposed) for which the award is requested.

2. A comprehensive curriculum vitae.

3. Documentation. Appropriate evidence should be presented in the area of teaching, librarianship, and coaching. For example, in the area of teaching, student and peer evaluations, instructional materials, and planned projects would be appropriate. In the area of professional accomplishments, such evidence may be provided as published, exhibited, or performed work; examples of contributions to regional or national professional associations; reviews by colleagues; and descriptions of proposed research or creative activity. For documentation of service to the university community, descriptions of contributions, evaluative letters, and plans for future activities are appropriate.

Normally, documentation shall be limited to relevant information from the immediately preceding and current academic year and shall include specific information about planned activities; documentation considered in a previous successful application shall not be included. Documentation shall be arranged under the areas specified (See II, Criteria), and an index shall be provided.

D. Review Process

1. No faculty unit member applying for an award may serve on either a school or university award review committee, and no one may serve on both a school and university award review committee.

2. School committees shall be constituted in accordance with procedures used to constitute school RTP committees, except that all faculty unit members shall be eligible to vote for and serve as committee members. Votes of temporary faculty shall be weighted according to the faculty appointment in the semester in which the school committee is elected. Librarians shall select a Library-wide committee in accordance with procedures used to constitute the first-level personnel committee except that all librarian faculty unit members shall be eligible to vote for and serve as committee members. The Division of Library and Information Science and the Division of Intercollegiate Athletics shall devise appropriate procedures for the selection of their committees. Deans, the Library Director, the Associate Academic Vice President for Graduate Studies and Research, and the Athletics Director shall convene and meet with the committees but shall have no vote. The committees shall choose their own chairs.

3. Each school committee shall evaluate all applications submitted and shall recommend a number no greater than the number allocated to the school. It may rank any other applications which it regards as also worthy of recommendation, to constitute an alternates' list.

4. If the dean concurs with the school committee's recommendations of individuals to receive awards, awards will be assigned as recommended. If the dean does not concur, his or her evaluation of the application, and that of the school committee, shall be forwarded to the Associate Academic Vice President for Faculty Affairs, as the President's designee.

5. All recommendations not accepted by the dean shall be reviewed by a university award review committee which shall be constituted of one faculty unit member from each school and from the Library, chosen by lot from awardees from the previous year. The Associate Academic Vice President for Faculty Affairs shall convene and meet with the university award review committee but shall have no vote.

6. The university award review committee shall forward its recommendations to the Academic Vice President for his or her consideration in making a final determination. If the Academic Vice President, after consulting with the President, disagrees with the university award review committee's recommendation, he or she shall return the denied application to the school committee, with a request for a substitute recommendation to the dean. No award may be made without a recommendation from the school committee.

7. All proceedings shall be kept confidential. A final list of awardees will be announced. Copies of the candidates' supporting statements and vitae, recommendations by the school committee and dean, the university award review committee's recommendation, if any, and the index of documentation shall be placed in the Personnel Action Files of the candidates; other materials shall be returned.

8. The collective and separate judgment of the faculty and the President or his or her designee shall not be grievable except on procedural grounds.

By this policy, S85-2 is superseded.

ACTION BY THE UNIVERSITY PRESIDENT:

APPROVED AND ACCEPTED AS UNIVERSITY POLICY  
SUPERSEDING S85-2.

Gail Fullerton