

## **PURPOSE**

The purpose of this policy is to establish an awards system for recognizing College of Health Professions' faculty excellence in Teaching, Research, and Service, and to establish a process for selecting and making the awards.

## **POLICY**

It is the belief of the administration of the College of Health Professions that outstanding individual faculty achievements in the areas of Teaching, Research, and Service should be recognized and rewarded. Up to six Faculty Excellence awards may be given to recognize excellence in Teaching, Research or Service; three at the Associate/Professor level and three at the Assistant/Lecturer level. Each award, at a minimum, will consist of a plaque or other suitable award which will be presented to the recipient. All faculty and administrators who are at least 50% FTE in the calendar year are eligible. Recipients of awards are not eligible for awards for the next two years.

## **PROCEDURE**

1. Faculty Excellence Committee: The Dean will appoint the committee at the beginning of the fall semester of each academic year. The committee will consist of faculty who represent a broad cross-section of the College's programs with no program having more than one representative.
2. Nominations
  - a. The committee chair will request the Dean's office to distribute nomination forms during February of each year. Nomination forms will be sent to all departments and also be made available in student lounges and department or program offices. Nominations may be made by students or faculty. In addition, the Dean will send an email to all College faculty and staff announcing the nomination process.
  - b. The nomination form will include a deadline to be established by the committee.
  - c. A box will be maintained in the Dean's office to collect nominations.
  - d. Upon reaching the deadline, the Dean's office will forward the nominations to the chair of the Faculty Excellence Committee.
3. Criteria
  - a. Each faculty member who is nominated must be notified by the chair of the committee and must agree in writing to be a participant and allow the Committee to review the faculty member's annual evaluation packet.
  - b. After Receipt of written agreement from nominated faculty, the committee will review all nomination forms and annual evaluation packets. Faculty who have not submitted their annual evaluation packet will not be eligible for consideration.

- c. Ranking of nominees will be based on information from the nomination forms and the annual evaluation packets.
4. Committee Recommendations
- a. Upon completion of committee review, the committee chair will submit the ranked recommendations to the Dean of the College who will announce the award recipients.
  - b. The award recipients will receive a letter from the Dean indicating their award and inviting them to the awards day celebration where their awards will be presented.
5. Dean's Office Responsibilities
- a. Announce nomination process to all college faculty, staff and students.
  - b. Collect nominations.
  - c. Order plaques or other suitable awards.
6. University Presidential Awards
- a. Recipients of the College of Health Professions Faculty Excellence Awards are encouraged to apply for the University Presidential Awards at their rank and award area.

**CERTIFICATION STATEMENT**

This CHP/PPS has been approved by the following individuals in his/her official capacity and represents College policy and procedure from the date of this document until superseded.

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Ruth B. Welborn, Ph.D., Dean