

OFFICIAL

Policy and Procedure Statement 6.11
Review Cycle: Jun. 1, EY
Review Date: June, 1 2017
Reviewer: Associate Provost

Presidential Awards for
Excellence in Teaching,
Scholarly/Creative Activity,
Service, and Presidential Seminar
(36 paragraphs)

GENERAL INFORMATION

1. The **Presidential Awards for Excellence in Teaching, Excellence in Scholarly/Creative Activity, and Excellence in Service** are awarded through the Texas State Faculty Awards Program.
2. These Presidential Awards are intended to recognize and reward superior accomplishments, to provide models of excellence for fellow faculty, and to encourage all faculty to continue to perform, improve and advance their teaching, scholarly/creative activity, and service.
3. Awards are made on an annual basis in each of the three categories: teaching, scholarly/creative activity, and service.
 - a. In teaching, three awards are made to faculty, one at the ranks of professor and associate professor, another at the rank of assistant professor and a third at the ranks of senior lecturer and lecturer.
 - b. In scholarly/creative activity and service, two awards are made to faculty, one award at the ranks of professor and associate professor and the second at the ranks of assistant professor, senior lecturer and lecturer.
 - c. Clinical Faculty and Professors of Practice are eligible as per the ranks noted above. All nominees must hold full-time appointments at Texas State. Research faculty, Chairs/Directors, Associate Deans, and Deans are not eligible for these awards.
4. Faculty may receive Presidential Awards for Excellence more than once, but not in the same category, regardless of rank, more than once every five years. During this five-year period, Presidential Excellence Award recipients will be ineligible for the Presidential Distinction and College Achievement Awards (see 5 and 6 below) for the category in which they received the presidential award.
5. Each presidential award consists of \$5,000, a plaque, and a commemorative medallion, which the president will present to each new recipient at the fall convocation. Awardees may be asked to serve in honorary roles at commencement or other university events and are encouraged to wear award medallions with their academic regalia. Recipients of **Presidential Awards for Excellence** at the university-level should use this title in their curriculum vitae.

6. The awards program also provides that faculty nominated at the college-level, who complete the university-level nomination process, will receive a \$2,000 award. These awards are the **Presidential Distinction Awards** and recipients should use this title in their curriculum vitae.
7. Supplementing the above two awards, each college dean may recognize two additional faculty members in each of the award categories to receive a \$1,000 award. These awards are the **College Achievement Awards** and this title should be used in curriculum vitae listings.
8. In addition to the awards for excellence listed above is the **Presidential Seminar Award**. The purpose of the Presidential Seminar Award is to highlight and recognize superlative research, creative work, or other scholarly efforts undertaken by Texas State University faculty members. Those nominated for the Presidential Award for Excellence in Scholarly/ Creative Activity at the university-level may elect to be considered for the Presidential Seminar Award.
 - a. Only nominees eligible for the creative/scholarly award can be considered for the Presidential Seminar.
 - b. The recipient of the Presidential Seminar Award will deliver the Presidential Seminar during the spring semester and will be honored at a reception during the fall semester.
 - c. The Presidential Seminar Award consists of a \$5,000 stipend, a commemorative medallion, an individual plaque, and the awardee's name added to a plaque on permanent display at the university. Recipients are encouraged to wear award medallions with their academic regalia.
 - d. Faculty may receive the Presidential Seminar Award more than once, but not more than once every eight years.
9. Recipients of the Presidential Awards for Excellence in Teaching may elect to be considered by the president to be university nominees for the **Texas State University System Regents' Teacher Award**, provided they have at least five consecutive years of full-time teaching experience at Texas State University. According to the TSUS Regents' Teacher Award Criteria and Guidelines, "The purpose of the TSUS Regents' Teacher Award is to honor exceptional instructors at TSUS campuses. The focus of the program is to reward outstanding performance in their role as teachers, as evidenced by their dedication, skill and knowledge of curriculum."

REVIEW COMMITTEES

10. The Provost will request by September 1, the appointment of committee members for review of Presidential Awards for Excellence in Teaching, Excellence in Scholarly/Creative Activity including the selection of the Presidential Seminar awardee, and Excellence in Service.

11. The Faculty Senate will appoint faculty representatives from each college. Appointees should be respected members of the faculty with distinguished records in the award category. The term for appointed members will be three years and will be staggered to ensure that there are experienced committee members. As vacancies or displacements occur, the Faculty Senate will appoint members to serve either a full three-year term or an unexpired term, as is appropriate. Any member of the committee who becomes a nominee for the award will resign from the committee and be replaced by another Faculty Senate appointee. The new committee member will fill the remainder of the nominee's term.
12. In addition to the members described above, the Excellence in Teaching Committee will also include four students: two matriculating undergraduate students appointed by the Dean of Students and two graduate degree-seeking students appointed by the Dean of the Graduate College.
13. The Presidential Seminar Committee will comprise the members of the Presidential Award for Excellence in Scholarly/Creative Activity Committee.
14. The Assistant Vice President for Academic Services will chair the Committee for the Presidential Award for Excellence in Teaching, the Associate Vice President for Research and Federal Relations will chair the Committee for the Presidential Award for Excellence in Scholarly/Creative Activity and the committee to recommend the Presidential Seminar Recipient, and the Associate Vice President for Institutional Effectiveness will chair the Committee for the Presidential Award for Excellence in Service. The chairs do not vote.
15. By November 1, the Provost will notify the committee chairs of the committee members. The Committees will be contacted to plan for their first meeting by December 1. At the conclusion of the award process, the committees will forward any proposed changes to the current policy to the Associate Provost to be reviewed before the next award cycle.

AWARD CRITERIA

16. All awards will be based exclusively on work conducted while serving a teaching appointment at Texas State. In all award categories, a sustained record of achievement must be documented. In their deliberations, the committees will place emphasis on accomplishments over the prior five years.
17. Criteria for all three of the Presidential Awards for Excellence (Teaching, Scholarly/Creative Activity, and Service,) include:
 - a. Sustained commitment/activity
 - b. Internal/external recognition
 - c. Impact or significance of endeavors

NOMINATION PROCESS

18. By November 1, the Provost will send a memo to each dean and to all faculty inviting nominations for the Presidential Awards for Excellence.
19. By November 30, the college deans will remind college faculty members of the submission deadline and the need to prepare supporting documentation to accompany nominations. Department Chairs/Directors, as well as department/school personnel committees, should also encourage qualified faculty to apply.
20. Department/school faculty or faculty committees will nominate colleagues to submit nomination forms and supporting documentation to their respective college dean by February 1.
21. Each College Council may select the college nominees from the department nominations, or may endorse a selection process conducted by department/school faculty representatives. In either case, selections will be made in accordance with the criteria specified in this PPS. Selected nominees should be notified by February 28.
 - a. In the scholarly/creative activity and service categories, two nominees from each college for professor/associate professor awards and two nominees for the assistant professor, senior lecturer and lecturer awards may be forwarded for review at the university level.
 - b. In the teaching category, there may be two nominees for the professor/associate professor award, but one nominee for the assistant professor award and one nominee for the senior lecturer/lecturer award.
22. Nomination forms signed by the dean and College Council representative, and all supporting documentation for the respective awards will be forwarded in an electronic format (pdf for text, jpeg for photos, and mpeg4 for videos) to the appropriate Selection Committee Chair by March 31. The Selection Committee Chairs will insure that the files are placed in a restricted TRACS site, where committee members can access the files for review.
23. Nomination materials must be organized in the order specified in this PPS, beginning with the completed nomination form (Attachment A, B, or C). Where there are restrictions upon the number of supporting documents, the committee chairs will instruct committee members to review the documents sequentially and to review no more than the maximum number of documents allowed.

DOCUMENTATION

22. Nomination portfolios will consist of:
 - a. **Required Documents** (upload to folder #1)

1. Completed Nomination Form (upload to folder #1)
Presidential Award for Teaching ([Attachment A](#))
Presidential Award for Scholarly/Creative Activity and the Presidential Seminar Award ([Attachment B](#))
Presidential Award for Service ([Attachment C](#))
 2. Introductory and relevant section (Teaching, Scholarly/Creative Activity or Service) of the Texas State CV.
 3. A narrative to elucidate accomplishments in the award category. This may include a statement of personal goals or philosophy in award category and a statement that ties together activities (not to exceed 5 double-spaced, 12-pt. Times font pages with 1 inch margins).
 4. Internal/external invited letters/statements/testimonials to support accomplishments in award category (minimum of 3, not to exceed 6 letters).
 5. A summary not to exceed 150 words modeled on those posted on the [President's website](#).
- b. **Evidentiary materials / exhibits** chosen by nominee (examples for each award provided in [Attachment D](#)) (upload to folder #2)
- Attendant materials for exhibits, which, together with the required documents above, support:
1. Sustained commitment/activity;
 2. internal/external recognition of activity; and
 3. impact or significance of activity.
24. Nomination portfolios that do not conform to the documentation outlined above will not be considered. It is strongly recommended, therefore, that chairs/directors, deans and former college awardees mentor nominees in preparing their materials. Faculty members nominated at the college-level must submit nomination materials for review at the university-level in order to qualify for the Presidential Distinction Awards.
25. Award recipients' nomination forms, narratives (22.a.3) and summaries (22.a.5), but not reference letters or other materials, will be made available to assist faculty in preparing future submissions.

REVIEW PROCESS

26. By May 1, each committee will review the nominations, and make recommendations based on the criteria outlined in paragraphs 14 and 15, using the specified rubric/evaluation ([Attachment E](#)) and the Committee Member Evaluation Form ([Attachment F](#)). The committees will forward their first, second, and third choices to the provost. The nomination forms and the names of all university-level award nominees will accompany the ranked list of finalists.

27. Only committee members who have reviewed all nomination portfolios and are in attendance at the meeting to select the first, second and third ranked nominees may vote. If time permits, an appointed committee member who is unable to attend the review meeting may recommend an alternate college representative to the Faculty Senate for endorsement. The same requirements for review and attendance apply to alternate members.
28. By May 15, the Provost will review the committee's rankings and forward recommendations to the President.

AWARD PROCESS

29. By June 1, the President will notify the Provost of the recipients.
30. The President will announce the recipients of the awards through a personal letter to each nominee and an administrative memo to the faculty.
31. Media Relations and Publications will prepare and distribute the appropriate news release.
32. The President will award a plaque and commemorative medallion to each recipient at the Fall Convocation. Nominees selected for Presidential Distinction Awards and College Achievement Awards will be presented award certificates at their fall college meetings.
33. The president will recognize the Presidential Seminar awardee at the Fall Convocation and will preside at the fall reception honoring the recipient. The president will present the recipient with a plaque, a commemorative medallion, and acknowledge the \$5,000 remuneration that accompanies the Presidential Seminar.
34. The Presidential Seminar will be held during the spring semester. The recipient's department/school will host the Presidential Seminar. Faculty from the recipient's department, professors in the same discipline at other universities, and past Presidential Seminar presenters will be specifically invited to the presentation, and the event will be announced to the campus community.
35. The President will nominate qualified recipients of the Presidential Award for Excellence in Teaching for the TSUS Regents' Teacher Award in accord with procedures established by the TSUS Regents. (See paragraph 9.)

CERTIFICATION STATEMENT

36. This PPS has been approved by the reviewer listed below and represents Texas State's Division of Academic Affairs policy and procedure from the date of this document until superseded.

Review Cycle: _____ Review Date: _____

Reviewer: _____ Date: _____

Approved: _____ Date: _____

Gene Bourgeois
Provost and Vice President for
Academic Affairs

Texas State University
Provost and Vice President for Academic Affairs
Last Updated: October 20, 2016
Send comments and questions to: tg12@txstate.edu