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. The Presidential Awards are intended to recognize and reward superior service, 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. In Teaching, three awards are made to faculty, one at the rank of Professor and Associate Professor, another at the rank of Assistant Professor and a third at the ranks of Senior Lecturer and Lecturer. In Scholarly/Creative 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. Clinical faculty and Faculty of Practice are eligible at the appropriate rank. 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 Excellence Awards more than once, but not in the same category, regardless of rank more than once every five years.

5. The awards consist of $5,000, a plaque, and a commemorative medallion, which will be presented by the President to each new Presidential Excellence Award recipient during the Fall Convocation. The 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. Only university-level awardees should use the Presidential Excellence Award title in curriculum vita listings.

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 designated as the “Presidential Distinction Awards” and this title should be used in curriculum vita listings.
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 vita listings.

8. 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. The purpose of the Presidential Seminar is to highlight and
recognize superlative research, creative work, or other scholarly efforts undertaken
by Texas State University faculty members.

   a. 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.
   b. 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.

9. Recipients of the Presidential Awards for Excellence in Teaching may elect to be
nominated by the President for the Texas State University System (TSUS) Regents’
Teacher Award if they are full-time employees and have at least five consecutive
years of teaching experience at Texas State University. According to the TSUS
Regents’ Teacher Award Criteria and Guidelines dated October 2014, “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 COMMITTEE

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
Recipient, 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.

   a. 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 will not vote.

   b. The Presidential Seminar Committee will be comprised of the members of the Presidential Award for Excellence in Scholarly/Creative Activity.

13. 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**

14. 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 greatest emphasis on accomplishments over the prior five years.

15. Criteria for all three awards (Teaching, Scholarship/Creative Activity, and Service,) shall include:

   a. Sustained Commitment/Activity
   b. Internal/External Recognition
   c. Impact or Significance of Endeavors

** NOMINATION PROCESS **

16. By November 1, the Provost will send a memo to each dean and to all faculty, inviting nominations for the Presidential Excellence Awards.

17. By November 30, the college deans will remind college faculty members of 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.
18. Faculty or faculty committees will recommend department/school colleagues who will submit nomination forms and supporting documentation to their respective college dean by February 1.

19. Each College Council may select the college nominees from the recommendations, 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. There should be two nominees for the Professor/Associate Professor award and two nominees for the Assistant Professor, Senior Lecturer and Lecturer in the Scholarly/Creative and Service categories. There should be two nominees for the Professor/Associate Professor award in Teaching, but one nominee for the Assistant Professor award and a second nominee for Senior Lecturer and Lecturer award in Teaching. Selected nominees should be notified by February 28.

20. 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 Committee Chair by March 31. (When necessary, academic department/school or college dean staff members may assist nominees to insure that their documents have been transferred to the appropriate electronic format.) The Committee Chairs will insure that the files are placed in a restricted TRACS site, where committee members can access the files for review.

21. 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 stop when they have reviewed the maximum number of documents specified.

**DOCUMENTATION**

22. Nomination Portfolios will consist of:

   a. **Required Documents** (upload to folder #1)
      1. Completed Nomination Form (upload to folder #1)
      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 the 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)
   1. Attendant materials for exhibits, which, together with the required documents above, support:
      a) Sustained commitment/activity; b) internal/external recognition of activity; and c) impact or significance of activity.

23. 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.

**REVIEW PROCESS**

24. **By May 1,** each committee will review the nominations, basing its recommendations 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 committee will forward its first, second, and third choices in each category to the Provost. The nomination forms and the names of all university-level award nominees will accompany the ranked list of finalists.

25. Only committee members who have reviewed all nomination portfolios and are in attendance at the meeting in which the first, second and third ranked nominees are determined may vote on such choices. 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.

26. **By May 15,** the Provost will review the committee’s rankings and forward recommendations to the President.

**AWARD PROCESS**

27. **By June 1,** the President will notify the Provost of the recipients.
28. The President will announce the recipients of the awards through a personal letter to each nominee and an administrative memo to the faculty.

29. Media Relations and Publications will prepare and distribute the appropriate news release.

30. 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.

31. The President will recognize the Presidential Seminar recipient at the Fall Convocation and will preside at the fall reception honoring Presidential Seminar recipient. The President will present the recipient with a plaque, a commemorative medallion, and acknowledge the $5,000 stipend that accompanies the Presidential Seminar.

32. The President will nominate qualified recipients of the Presidential Award for Excellence in Teaching for the TSUS Regents’ Teacher Award by the deadline established by the TSUS Regents.

33. 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 recipients will be specifically invited to the presentation, and the event will be announced to the campus community.

CERTIFICATION STATEMENT

34. 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: June 23, 2015
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