

**College of Business Engineering
and Technology
Annual Faculty Excellence Awards
Policy and Procedure**
February 2024

General Policy and Procedure

Oversight

To be eligible for consideration, an applicant's packet must meet the requirements specified in this document. Department chairs and faculty members are requested to encourage worthy colleagues to apply for awards. Those wishing to submit letters of support for a candidate may do so by sending them to the department chair prior to the deadline for packet submission detailed below. These letters will be given to the respective committees with the candidates' materials **based on the calendar year (January-December)**.

Deadlines

No nominations will be accepted by the Dean's Office after the deadline has passed for Department Chairs to submit their department's nominees. Nominations will only be accepted that are submitted, endorsed, and recommended by the Department Chair.

1. Faculty should send their self-nomination materials to their department chair by 5pm on **March 15**.
2. Department chairs will review received nomination materials and select ONE candidate for each award category to forward to the Dean's Office by **March 31**.
3. Application packets (i.e., annual report, and supporting materials) for the annual Faculty Excellence Awards for teaching, research (includes scholarship and creative activity), and service shall be submitted by the Department Chairs to the *Dean* by **March 31**.

Award Categories

Senior Faculty Excellence in Research Award

All tenured faculty members who have been tenured and in service with the CBET for at least three (3) full years are eligible for the Faculty Excellence Awards. Past winners of this award shall not be eligible to win again for the next three years.

Junior Faculty Excellence in Research Award

To be eligible for the Junior Faculty Award, individuals must be tenure-track faculty members with at least two (2) years of service as tenure-track faculty members at the CBET. Past winners of this award shall not be eligible to win again for the next three years.

Senior Faculty Excellence in Teaching Award

All tenured faculty members who have been tenured and in service with the CBET for at least three (3) full years are eligible for the Faculty Excellence Awards. Past winners of this award shall not be eligible to win again for the next three years.

Junior Faculty Excellence in Teaching Award

To be eligible, individuals must be tenure-track faculty members with at least two (2) years of service as tenure-track faculty members at the CBET. Past winners of this award shall not be eligible to win again for the next three years.

Faculty Excellence in Non-Tenure Teaching Award

To be eligible, individuals must be non-tenure-track faculty members with at least two (2) years of service as non-tenure-track faculty members at the CBET. Past winners of this award shall not be eligible to win again for the next three years.

Excellence in Service Award

All faculty members who have been in service with the CBET for at least three (3) full years are eligible. Past winners of this award shall not be eligible to win again for the next three years.

Excellence Required

If the Committee in charge of evaluating applicants finds that no applicant has shown excellence in an area in a particular year, no award shall be given in that area.

Award Type Presented

A plaque, or similar item, will be presented to the winners. There will not be a monetary award.

Announcement of Award Recipients

All recipients of the Faculty Excellence Awards will be formally announced and presented at the Faculty Fall meeting, in the Fall Semester.

Selection Committee

The Committee for the awards consists of four individuals and is selected by the Dean annually based on the following criteria:

- One past winner of the Research Award (junior or senior).
- One past winner of the Teaching Award (junior or senior).
- One member to be appointed by the Dean.
- One of the Chair.

First time, the committee will be appointed by the Dean.

Selection Criteria for Awards

The following criteria apply to awards:

Teaching Award

A past winner of the Teaching Award may not submit materials and activities listed or submitted in the previous, successful application. Documentation should focus on the effectiveness of instruction and have multiple sources of evidence. Copies of the applicant's publications should not be included unless they are related to teaching effectiveness or pedagogy.

Areas of documentation may include such items as:

- Annual report.
- Development and use of innovative methods.
- Peer evaluation.
- Student evaluation.
- Grade distribution.
- Advising, tutoring, direction of theses and dissertations, and other forms of assisting students.

- Textbooks or other published instructional materials indicative of teaching effectiveness.
- Design or revision of courses, curricula, and materials.
- Other items relevant to teaching and pedagogy.

Research Award

A past winner of the Research Award may not submit materials and activities listed or submitted in a previous, successful application.

A copy of the work(s) that support the application for the award for this award should include:

- Annual report.
- A brief description (approximately 1 page) of the research/scholarship/creative activity in non-technical language.
- Ranking of the journals in ABDC or SJR list where the work is published.
- Copies of all publications or letters of acceptance.
- Information of all grants and contracts.
- If relevant, communications from experts in the field who have reviewed the work.

Materials submitted may also include:

- Research/scholarship/creative activity.
- Citations in other works to the applicant's published research or exhibited/juried creative works/artistic compositions.
- Scholarship awards during the current academic year, such as a best paper or best article award.
- Reviews of published scholarship.

Service Award

A past winner of the Service Award may not submit materials and activities listed or submitted in a previous, successful application. Service for which the faculty member received compensation will not be considered in making this award. Such service activities may be listed in the submission materials but should be clearly described as compensated activities. Expenses and modest honoraria are not considered compensation.

Applicants may submit:

- Annual report.
- A service resume that may include:
 - Service to A&M Texarkana
 - Departmental, college, and university committee work.
 - Involvement with student programs and organizations (include a brief description of activities performed).
 - Service to the profession
 - Local, regional, national, and international speeches and seminars given (brief descriptions encouraged).
 - Leadership role(s) in professional organizations and conferences.
 - Consultation with professional groups.
 - Public service
 - Contributions based on leadership positions with organizations outside the university.

- Consultations with businesses, nonprofit organizations and government agencies.
- Service-learning courses and other services to local, state, national and international communities.
 - However, personal service unrelated to the applicant's position as a faculty member should be omitted or briefly listed at the end of the service resume, e.g., serving as a church deacon or basketball coach.
- Service awards, letters of appreciation, statements of support for the award and similar materials.