

COLLEGE OF ARTS AND SCIENCES

FACULTY AWARDS

The criteria, nomination and selection processes for university faculty awards for excellence in teaching, research and service are described in the Faculty Handbook. Each college may nominate a faculty member to receive each of the three university-wide awards, although provision is made for larger colleges to nominate one faculty member for every 50 full-time faculty members in that college.

The College of Arts and Sciences also makes a number of awards each year, the recipients of the college teaching, research, and service awards normally being nominated by the college for the corresponding ETSU award. College awards are as follows:

Teaching Award	one award each year of \$1,500
Research Award	one award each year of \$1,500
Service Award	one award each year of \$1,500
New Faculty Award	one award each year of \$1,000
Lecturer Award	one award each year of \$1,000
Adjunct Faculty Award	one award each year of \$1,000
Staff Excellence Award	two awards each year of \$500

Criteria for the three university awards, taken from the Faculty Handbook, are provided at the end of this document. A faculty member may receive each university award only once. This restriction does not apply to college awards, but the recipient of a college award may not be nominated for the same award again within the next five years.

Nominations for college awards should consist, at a minimum, of the following:

Teaching Award

A letter of nomination; a letter of support from the department chair; a CV that emphasizes teaching contributions; peer reviews of teaching from the past three years; student assessments of instruction, including comments, for the past two years (a minimum of five courses); and letters of support from students. Further supporting letters may be included.

Areas of documentation may include such things as: quality of presentation in classroom or field; command of subject matter; development and use of innovative methods; student's achievement; ability to motivate students; peer evaluation; student evaluation; current and professional development; 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; management of instructional programs or components. The nomination should address the nominee's teaching evaluations, both by students and his/her peers.

Research Award

A letter of nomination; a letter of support from the department chair; a CV that emphasizes research contributions; and letters of support from colleagues in the research field.

Documentation for this award should include: a brief description (approximately 1 page) of the research/scholarship/creative activity in non-technical language; full bibliographic information for

publications, presentations, exhibitions, or creative activity that resulted from the work; if applicable, copies of all publications stemming from ETSU that apply to the work; information for all grants and contracts that apply to the work; if available, communications from experts in the field who have reviewed the work.

Service Award

A letter of nomination; a letter of support from the department chair; a CV that emphasizes service contributions; and letters of support from committee chairs and others who can comment on the effectiveness of the nominee's service contributions.

Documentation should focus on the nature of the faculty member's contribution, its quality, its impact, its relation to the general welfare of the university, and its effect on the university community. The types of documentation for this award are expected to vary greatly, but they must adhere to the criteria below in regards to the amount of documentation allowed.

New Faculty Award

This award is made to a tenure-track faculty member, usually in his/her fourth or fifth year at ETSU, to recognize superior all-round performance and is based on contributions made while at ETSU in all three areas of teaching, research/scholarship/creative activity, and service. The nomination package should include:

A letter of nomination; a letter of support from the department chair; a CV that emphasizes contributions in teaching, research, and service since joining ETSU; and further supporting letters.

Lecturer Award

This award is made to recognize the work of the many lecturers in the college. The award is made primarily to recognize superior work in the area of instruction, as based on student and faculty evaluations, but activities including student advising, student recruiting, and other service to their department may also be considered. The nomination package should include:

A letter of nomination; a letter of support from the department chair; a CV that emphasizes primarily teaching contributions at ETSU; and further supporting letters.

Adjunct Faculty Award

This award is made to recognize the work of the many part-time faculty who make invaluable contributions to teaching in the college. The award will recognize superior work in the area of instruction, as based on student and faculty evaluations. The nomination package should include:

A letter of nomination; a letter of support from the department chair; a CV that emphasizes primarily teaching contributions at ETSU; and further supporting letters.

Staff Excellence Award

To recognize and reward two staff members in the College of Arts and Sciences who have consistently gone beyond expectations for their position in assisting faculty, students and staff of the College. One award will be given to a staff member representing clerical/support staff, and one award will be given to a member representing administrative/professional staff. Faculty, administration, or other staff members may make nominations. An administrator/director/chair cannot nominate an individual who works in their office or is under their direct supervision. Nominations should consist of a letter that addresses how the work of this individual has exceeded expectations.

Submission of Nominations

Nominations for all college-level awards will be due at the end of March and may be submitted by faculty members, students, or alumni. The specific date for submissions will be announced by the Dean. All submissions should be made electronically, as a single package, to the college office.

Nomination packets will be reviewed by the College Awards Committee which makes recommendations to the Dean. The College-level recipients of the awards for teaching, research, and service will be forwarded to the Office of the Provost to be considered for the University-level award.

Members of the College Awards Committee are not eligible to be nominated during their term on the committee, nor should they nominate or write a supporting letter for a colleague.

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