**Faculty Affairs Committee**

**IU Columbus Faculty Awards Protocol**

*Based on the document approved by action of the Faculty Senate (May 2021), with minor IUPUC/IU Columbus updates, as authorized by action at the April 2024 Faculty Senate meeting; deadlines updated on ad hoc basis*

The Indiana University Columbus Faculty Awards serve as encouragement to faculty, including librarians, to continue outstanding work. The awards recognize past achievement while simultaneously pointing to future aspirations. The awards are designed to honor faculty who epitomize the highest levels of excellence in the pursuit of IU Columbus’s mission.

The purpose of this document is to clarify internal procedures and timelines of faculty awards at IU Columbus as they pertain to various supporting roles for the awards including Division Heads, interested and/or nominated faculty, Vice Chancellor and Dean’s office, and the Faculty Awards Committee.

# Faculty Awards Committee

The Faculty Awards Committee is an ad hoc committee comprised of a representative from each academic division plus the previous year’s Jacqueline D. Franz Outstanding Part-time Faculty Teaching Award recipient.

The Vice Chancellor and Dean will appoint the committee members and alternates from each academic division, as nominated from the division, at the beginning of the academic year, and charge one of the committee members to serve as the Faculty Awards Committee chair.

# Nominations

As a part of the regular annual review process, each Division’s primary peer review committee, or similar body, will nominate up to two members for each of the three Outstanding Faculty Awards and the Trustees Teaching award from their faculty.

Nomination details for IU Trustees Teaching Award and “Outstanding” Faculty Awards are outlined in the sub-sections below.

Nomination and material deadline dates will be posted on the Faculty Awards webpage: <https://columbus.iu.edu/academics/awards/faculty-awards/index.html>

Faculty cannot receive the same award in consecutive years. If committee members are eligible and wish to be considered for an award, those faculty members will recuse themselves from participating in any discussion related to that award.

An IU Columbus administrator from the Vice Chancellor and Dean’s office will check the eligibility of all nominated faculty to ensure no nominations are submitted to the committee for individuals that do not meet the criteria for the awards.

If no faculty member is nominated for a particular award, or if no faculty

meets the requirements for a particular award, the award in question will not be given for that year.

## Nomination Process for IU Trustees Teaching Awards

The Faculty Awards Committee is responsible for the selection of the recipients of the Indiana University Trustees Teaching Awards.

* Names of the Trustees Teaching Award winners will be submitted by the Faculty Awards Committee chair to the Vice Chancellor and Dean by a date set annually by the Office of the Vice Chancellor and Dean to accommodate the deadline required by this or any other external award with an early deadline.
* All documents are to be submitted to the Administrative Assistant for the Associate Dean for Academic Affairs who will post the materials on a designated shared and protected electronic space for use by the members of the Faculty Awards Committee.
* Documents for the TTA are regulated by IU Indianapolis (<https://academicaffairs.indianapolis.iu.edu/Faculty-Affairs/Honors-Awards/IU-Indianapolis-Campus-Awards/TTAGuidelines>) and nominations come from Divisions .

## Nomination Process for IU Columbus Outstanding Faculty Awards

The Faculty Awards Committee is responsible for the selection of the recipients of the three IU Columbus “Outstanding” Faculty Awards. As a part of the regular annual review process, each Division’s primary peer review committee, or similar body, will nominate up to two members of their Division for each of the three “Outstanding” awards. See

award descriptions below. To complete each nomination, the Division’s primary peer review committee, or similar body, will:

* Notify the nominees and confirm that each wishes to be considered for the award(s).
* Submit a short (300 words or less) rationale for the nomination of each individual based upon their respective Division’s criteria for excellence.
* Submit (or make available) copies of the nominated Faculty Annual Reports for these individuals, excluding supervisor assessments and self-analysis notes.
* Submit an optional personal statement (500 words or less) from the nominee(s) supporting their case, if desired.
* The names of the award winners will be submitted by the Faculty Awards Committee chair to the Vice Chancellor and Dean two weeks after the report date of the Trustees Teaching Award winners.

The Vice Chancellor & Dean’s administrative assistant will inform Division Heads of the Trustees Award winners as soon as possible after they are selected, so the divisions may select appropriate nominees for the Outstanding Full-Time Faculty Teaching Award.

**Award Review**

The IU Columbus Faculty Affairs Committee will review the awards process each year.

**Faculty Awards Summary Eligibility Requirements and Deadlines 2025**

Please submit completed nominations to Kailey Warner at kaiwarne@iu.edu by Friday, Feb. 21, at noon.

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| **Award** | **Eligibility** | **Submit Nominations to VC&D Office No Later Than:** |
| **Trustees Teaching Award\*****\*This award is given by IU Indianapolis.** | * [[See IU Indy guidelines](https://indiana-my.sharepoint.com/personal/kaiwarne_iu_edu/Documents/Faculty%20Awards/2023-2024/TTAGuidelines2023-2024%20%281%29.docx?web=1)](https://academicaffairs.indianapolis.iu.edu/Faculty-Affairs/Honors-Awards/IU-Indianapolis-Campus-Awards/TrusteesTeaching)
* All IU Columbus full time faculty
* 3 years of service
* Cannot receive TTA again until 2 years passed from date of receiving
 | ***Friday, Feb. 21, 2025, by 12pm noon.*****\*We cannot accept late nominations** |
| **IU Columbus Awards:** |
| [Outstanding Full-time Faculty Teaching Award](https://columbus.iu.edu/academics/awards/faculty-awards/index.html) | * All IU Columbus full time faculty.
* 2 consecutive years of teaching at IU Columbus leading up to 2024-2025.
 | ***Friday, Feb. 21, 2025, by 12pm noon.*** |
| [Outstanding Full-time Faculty Service Award](https://columbus.iu.edu/academics/awards/faculty-awards/index.html) | * All IU Columbus full time faculty.
* 2 consecutive years of teaching at IU Columbus leading up to 2024-2025.
 | ***Friday, Feb. 21, 2025, by 12pm noon.*** |
| [Outstanding Full-time Faculty Research, Scholarship, and Creative Activity Award](https://columbus.iu.edu/academics/awards/faculty-awards/index.html) | * All IU Columbus full time faculty.
* 2 consecutive years of teaching at IU Columbus leading up to 2024-2025.
 | ***Friday, Feb. 21, 2025, by 12pm noon*** |
| [Jacqueline D. Franz Outstanding](https://columbus.iu.edu/academics/awards/faculty-awards/index.html)[Part-time Faculty Teaching Award](https://columbus.iu.edu/academics/awards/faculty-awards/index.html) | * All IU Columbus part time faculty who have taught at least 3 credits in each of the last two academic years.
* Cannot have received award in last 3 academic years.
 | ***Friday, Feb. 21, 2025, by 12pm noon.*** |

**IU Trustees Teaching Award**

For additional criteria and procedures for the Trustees Teaching Award, please visit: <https://academicaffairs.indianapolis.iu.edu/Faculty-Affairs/Honors-Awards/IU-Indianapolis-Campus-Awards/TrusteesTeaching>

# Outstanding Full-time Faculty Teaching Award Background and Purpose:

This award recognizes outstanding teaching on the part of a full-time member of the IU Columbus faculty.

For each award, the faculty member is expected to have taught at IU Columbus for at least two consecutive academic years up to the year in which he/she is nominated.

# Eligible Faculty:

All full-time faculty members of IU Columbus who satisfy the following criteria:

* Currently teaching at least 6 credit hours
* Taught at least 6 credit hours in the previous semester
* Has taught for at least four consecutive semesters at IU Columbus
* Is not a current Trustees Teaching Award winner

# Suggested Evidence for Outstanding Teaching:

* History of successful student interaction though mentoring, civic engagement, service learning, etc.
* Works co-published with IU Columbus students
* Publication of articles or books about teaching
* Awards contributing to teaching from a regional, national, or professional association
* Grants, internal or external, related to teaching
* Teaching-related presentations at professional conferences, within the university, in the community, and at IU Columbus
* Scholarship of Teaching and Learning presentations at professional conferences, within the university, in the community, and at IU Columbus
* Leadership role in support of excellence in teaching
* Student course evaluation scores
* *And other appropriate forms of evidence*

# Deadlines:

* Nominations from Primary Peer Committees due to the Administrative Assistant in the Office of the Associate Dean for Academic Affairs: **4 weeks after the FARs are due**
* Nominations by Faculty Awards Committee due to the Office of the Vice Chancellor and Dean: **Deadline is posted annually by Vice Chancellor and Dean**

# Outstanding Full-time Faculty Research, Scholarship & Creative Activity Award

**Background and Purpose**:

This award recognizes outstanding research and/or creativity on the part of a full- time member of the IU Columbus faculty.

# Eligible Faculty:

* All full-time faculty members of IU Columbus are eligible for this award.
* The individual must have been a full-time faculty member at IU Columbus for at least two consecutive academic years prior to the nomination.

# Presentation of the Awards:

* Each award will consist of a plaque and a monetary prize (as determined by the Vice Chancellor and Dean), which is reported as taxable income, and recognition at the Spring Awards Ceremony.
* The awards presentation will showcase the recipients as a way of recognizing their contributions.
* The names of each year’s winners will be posted on the IU Columbus website Awards Page.

# Suggested Evidence for Outstanding Research, Scholarship & Creative Activity:

* Publication of scholarly or creative book with a reputable press
* Publication of article(s) for an edited collection with a reputable press
* Entries in reference book(s) that entail research with a reputable press
* Publication of original software or multimedia with a reputable publisher
* Publication of articles in refereed journals
* Citations of the faculty member’s work by other researchers and scholars
* Presentation or publication of creative works
* Invited presentations, invited reviews
* Refereeing or editing of a journal or press
* Research presentations at national and regional professional conferences
* Organizing research sessions at professional conferences
* National, international, or regional award for an article or book
* Research grants, internal or external
* Keynote or plenary addresses regarding research
* Co-publishing research with IU Columbus students
* *And other appropriate forms of evidence*

# Deadlines:

* Nominations from Primary Peer Committees due to the Administrative Assistant in the Office of the Associate Dean for Academic Affairs: **4 weeks after the FARs are due**
* Nominations by Faculty Awards Committee due to the Office of the Vice Chancellor and Dean: **Deadline is posted annually by Vice Chancellor and Dean**

# Outstanding Full-time Faculty Service Award Background and Purpose:

This award recognizes outstanding service on the part of a full-time member of the IU Columbus faculty.

# Eligible Faculty:

* All full-time faculty members of IU Columbus, including those with combined teaching and administrative duties, are eligible for this award.
* The individual must have been a full-time faculty member at IU Columbus for at least two consecutive academic years prior to the nomination.

# Suggested Evidence for Outstanding Faculty Service:

* Holding elected office in national professional organization
* Contributions to campus service workshops, discussion groups, and/or initiatives and civic engagement activities
* Leadership positions within organizations in the community such as but not limited to Boards of Education, Arts Council Board, Chamber of Commerce, political offices
* Participation with campus retention, convocation programs, etc., that results in documented significant outcomes
* Regular and excellent mentoring of students or faculty committee work
* Refereeing or editing of a journal or press
* Significant contributions over time to student organizations
* *And other appropriate forms of evidence*

# Deadlines:

* Nominations from Primary Peer Committees due to the Administrative Assistant in the Office of the Associate Dean for Academic Affairs: **4 weeks after the FARs are due**
* Nominations by Faculty Awards Committee due to the Office of the Vice Chancellor and Dean: **Deadline is posted annually by Vice Chancellor and Dean**

# Jacqueline D. Franz Outstanding Part-time Faculty Teaching Award

**Background and Purpose**:

Jacqueline D. Franz exhibited excellence in teaching and promoted excellence in those whose lives she touched at IU Columbus. As Coordinator of Adjunct Faculty, Jacqueline D. Franz both encouraged and supported high academic standards in the classroom. Her support of excellent teachers and their efforts to maintain rigorous academic standards led the faculty of IU Columbus to name this award in her honor.

The Jacqueline D. Franz Outstanding Part-time Faculty Teaching Award is given to recognize and encourage excellence in teaching by adjunct faculty members who inspire and assist students to reach their best academic potential.

# Eligible Faculty:

All part-time faculty members of IU Columbus who satisfy the following criteria:

* Teaching graduate or undergraduate courses for credit
* Taught at least 3 credit hours in the present academic year
* Taught at least 3 credit hours in the previous academic year
* Taught at least one course at IU Columbus in each of the last two academic years
* The nominee must not have received the same award during the past three years.

# Nomination Process:

For the Jacqueline D. Franz Outstanding Part-time Faculty Teaching Award, the chair of the Faculty Awards Committee will request nominations at the beginning of the spring semester.

* Any faculty, staff, student, or administrator may nominate a part-time faculty member for this award by submitting a completed nominations form to the chair of the Faculty Awards.
* Nominees may also self-nominate using the same form.
* The nomination must describe the accomplishments of the nominee that qualify him or her for the Franz award.
	+ Nominators should be sure to include specific reasons or examples in describing an individual’s qualifications for the award.
* Completed nomination forms should be sent to the chair of the Faculty Awards Committee by email or in writing.
* Nomination forms will be due on the closest business day to January 30 of each year.

# Selection Criteria:

* Shows evidence of outstanding teaching ability including, but not limited to, classroom activities, presentations, and discussions
* Knowledgeable of the subject matter
* Ability to assist students with learning difficult material while maintaining an appropriately challenging academic environment
* Professionalism and integrity
* Willingness to assist students “above and beyond” the requirements
* Ability to inspire students to learn
* Demonstrates student satisfaction by receiving high global scores

# Deadlines:

* Nominations from Primary Peer Committees due to the Administrative Assistant in the Office of the Associate Dean for Academic Affairs: **4 weeks after the FARs are due**
* Nominations by Faculty Awards Committee due to the Office of the Vice Chancellor and Dean: **Deadline is posted annually by Vice Chancellor and Dean**

# Jacqueline D. Franz

**Outstanding Part-time Faculty Teaching Award**

The Jacqueline D. Franz Outstanding Part-time Faculty Teaching Award is given to recognize and encourage excellence in teaching by adjunct faculty members who inspire and assist students to reach their best academic potential.

# Nomination Form

Name of Nominee:

Person submitting nomination:

How do you know this faculty member?

This nominee:

* Is a part-time faculty at IU Columbus?
* Teaches graduate or undergraduate courses for credit
* Taught at least 3 credit hours in the present academic year
* Taught at least 3 credit hours in the previous academic year
* Taught at least one course at IU Columbus in each of the last two academic years Date Submitted:

Description/Reasons for Nominating this Instructor:

## Send completed Nomination Forms to the

Administrative Assistant in the Office of the Associate Dean for Academic Affairs

## by the deadline posted at the IU Columbus Faculty Awards webpage

[***https://columbus.iu.edu/academics/awards/faculty-awards/index.html***](https://columbus.iu.edu/academics/awards/faculty-awards/index.html)