

Faculty Affairs Committee

IUPUC Faculty Awards Protocol

The Indiana University-Purdue University-Columbus (IUPUC) 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 IUPUC's mission.

The purpose of this document is to clarify internal procedures and timelines of faculty awards at IUPUC 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 Annual Reviews webpage [<http://www.iupuc.edu/personneladministration/reviews/faculty>].

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 IUPUC 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 IUPUI (<http://faa.iupui.edu/awards/guidelines/GL-TTA.doc>), and nominations come from Divisions .

Nomination Process for IUPUC Outstanding Faculty Awards

The Faculty Awards Committee is responsible for the selection of the recipients of the three IUPUC "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 IUPUC Faculty Affairs Committee will review the awards process each year.

Example Timeline (Will Vary Each Academic Year)

Monday, February 7, 2021:

University submission of FARs.

Monday, February 21, 2021, 12:00 noon:

Complete Trustee Teaching Awards nominations to Faculty Awards Committee from Divisions.

Tuesday, February 22, 2021 through Thursday, March 3, 2021:

Faculty Awards Committee review of Trustees Teaching Award nominations and selections.

Thursday, March 3, 2021, 5:00 pm:

Submission of Trustees Teaching Award recipients to Vice Chancellor and Dean.

Friday, March 4, 2021, 5:00 pm:

Submission of Trustees Teaching Award recipients to Indianapolis by the Vice Chancellor and Dean.

Monday, March 7, 2021, 12:00 noon:

Complete IUPUC faculty awards nominations to Faculty Awards Committee from Divisions.

Tuesday, March 8, 2021 through Thursday, March 17, 2021:

Faculty Awards Committee review of IUPUC faculty award nominations and selections.

Thursday, March 17, 2021, 5:00 pm:

Submission of IUPUC faculty award recipients to Vice Chancellor and Dean.

Awards Summary Eligibility Requirements and Deadlines

Award	Eligibility	Required Deadline for Nomination to Faculty Awards Committee	Deadline for Academic Year 2020-2021
Trustees Teaching Award	<ul style="list-style-type: none"> • See IUPUI: https://www.iupuc.edu/academics/awards/faculty-awards/index.html. 	Due in Indianapolis by 5:00 pm, Friday, March 4, 2021.	<i>Monday, February 21, 2021</i>
Outstanding Full-time Faculty Teaching Award	<ul style="list-style-type: none"> • All IUPUC full time faculty. • 2 consecutive years of teaching at IUPUC leading up to 2020-2021. 	4 weeks after FARs are due.	<i>Monday, March 7, 2021</i>
Outstanding Full-time Faculty Service Award	<ul style="list-style-type: none"> • All IUPUC full time faculty. • 2 consecutive years of teaching at IUPUC leading up to 2020-2021. 	4 weeks after FARs are due.	<i>Monday, March 7, 2021</i>
Jacqueline D. Franz Outstanding Part-time Faculty Teaching Award	<ul style="list-style-type: none"> • All IUPUC 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. 	4 weeks after FARs are due.	<i>Monday, March 7, 2021</i>

IU Trustees Teaching Award

For additional criteria and procedures for the Trustees Teaching Award, please visit: <http://faa.iupui.edu/awards/guidelines/GL-TTA.doc>

Outstanding Full-time Faculty Teaching Award

Background and Purpose:

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

For each award, the faculty member is expected to have taught at IUPUC 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 IUPUC 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 IUPUC
- Is not a current Trustees Teaching Award winner

Suggested Evidence for Outstanding Teaching:

- History of successful student interaction through mentoring, civic engagement, service learning, etc.
- Works co-published with IUPUC 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 IUPUC
- Scholarship of Teaching and Learning presentations at professional conferences, within the university, in the community, and at IUPUC
- 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 IUPUC faculty.

Eligible Faculty:

- All full-time faculty members of IUPUC are eligible for this award.
- The individual must have been a full-time faculty member at IUPUC 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 IUPUC 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 IUPUC 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 IUPUC faculty.

Eligible Faculty:

- All full-time faculty members of IUPUC, including those with combined teaching and administrative duties, are eligible for this award.
- The individual must have been a full-time faculty member at IUPUC 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 IUPUC. 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 IUPUC 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 IUPUC 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 IUPUC 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 IUPUC?
- 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 IUPUC 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 IUPUC Faculty Annual Reviews webpage

<http://www.iupuc.edu/personneladministration/reviews/faculty/>