Section III. DISTINGUISHED FACULTY AWARDS
The Distinguished Faculty Awards are the highest awards attainable at the university and must represent the highest level of performance. The awards are overseen by the Senate (Appendix B is incorporated by reference). There are no honorable mention awards.

A. Distinguished Professor Awards
The Senate confers three unique awards annually to recognize outstanding distinguished professors in the following areas:

1. Distinguished Professor of Teaching
   Teaching excellence shall be defined as:
   a. a demonstrated breadth and depth of knowledge;
   b. clarity in methodology and organization of materials, and effective methods of presentation;
   c. continued scholarship and its integration into course work;
   d. assistance to students in understanding the value and relevance of the subject matter and course materials, both within the discipline and in a broader context.

2. Distinguished Professor of Service
   Service shall be defined as voluntary endeavors contributing to the welfare of individuals, professional organizations, university groups, the community at large, or the university.

3. Distinguished Professor of Research / Artistic Accomplishment
   a. Research shall be defined as scholarly or scientific investigation or inquiry, conducted for the purpose of obtaining new data to advance the state of knowledge of the discipline.
   b. Artistic accomplishment shall be defined as the composition, creation, production or other significant and/or innovative contribution to an artistic event. Artistic accomplishment may include, but is not limited to, innovation in music, drama, film, art, dance, poetry or fiction that is a significant contribution to our understanding of the range of human experience and capabilities.

B. Non-Tenure Track Distinguished Faculty Award

1. Non-Tenure Track Faculty Distinguished Teaching Award
   Teaching excellence shall be defined as:
   a. a demonstrated breadth and depth of knowledge;
   b. clarity in method and organization of materials, and effective methods of presentation;
   c. continued engagement with the scholarly profession and integration of scholarship – one’s own or that of others – into course work;
d. assistance to students in understanding the value and relevance of the subject matter and course materials, both within the discipline and in a broader context.

Appendix B: Distinguished Faculty Awards

Section I. FUNDING

Funding for the awards ($2,500 for each category) is generously provided by the Office of the President.

Section II. OBLIGATION OF RECIPIENTS

Award recipients are expected to serve on future screening committees at some time during their careers.

Section III. INITIAL REQUIREMENTS

A. Due Dates
   1. Letters of nomination are due in the office of the Senate by December 1 or, if this date falls on a weekend, the first instructional day thereafter. All letters of nomination must be originals (fax and e-mail versions will not be considered).
   2. All material supporting the nomination (i.e., nominees' notebooks) must be received in the office of the Senate by February 1 or, if this date falls on a weekend, the first instructional day thereafter.

B. Nominations and Supporting Materials

   1. Nominations may be made by faculty, students, alumni or others in a position to evaluate the effectiveness of a faculty member in any of the three tenure-track/tenured award categories (Teaching, Service, Research/Artistic Accomplishment) or the non-tenure track award (Teaching). Self-nominations will not be accepted. Nomination letters and supporting materials must be submitted to the Senate in accordance with Part A above.
   2. Nominations are presented by a Nominator. The Nominator writes the letter of nomination, providing a full description of the nominee’s work that is deserving of the respective award; a short statement of nomination will not be sufficient. The Nominator shall also help the nominee to compile and order a notebook for the screening committee to substantiate the nomination, incorporating materials required and/or suggested in the accompanying criteria. No materials may be added to the notebook after the due date.
   3. The screening committee is not an investigative body. Therefore, it is imperative that supportive material be complete, orderly and self-explanatory.
   4. Nominators may not nominate more than one faculty to share the same award.
5. An individual may receive an award in more than one category, although not in the same year. An individual may not receive an individual award more than once.

6. A nominee may be renominated.

7. Material of award recipients shall be retained for three years in the office of the Senate.

8. Awards are announced by the provost and approved by the BOT. Awards shall be officially presented at the Spring Honors Convocation. Neither nominees nor nominators should attempt to contact the committee, the Senate office, or the Provost’s Office about the progress or outcome of the committee’s deliberations. No information will be given out.

9. After reviewing submitted materials, the committee, at its discretion, may elect not to recommend recipients of one or more awards in a given year.

Section IV. SCREENING COMMITTEE

A. Membership

1. Members of the screening committee are chosen by the Executive Committee.

2. Committee membership shall be confidential. Committee membership is finalized by early February at the latest.

3. The committee shall include six members. Five shall be drawn from the ranks of those who have received Distinguished Faculty Awards, representing all colleges of the university, including one non-tenure track faculty member, if possible. The sixth member shall be an alumnus representative selected by Alumni Relations.

4. Emeritus Distinguished Professors/Faculty are eligible to serve.

B. Award Selection Process

1. Nominees shall be considered for Distinguished Faculty Awards based on excellence of work and activities conducted solely while at CWU.

2. The screening committee makes the award choices, and sends the recommendations and supporting letters to the provost.

Section V. DISTINGUISHED PROFESSOR AWARDS

A. Eligibility

1. Distinguished Professor Awards are limited to regular full-time tenured/tenure-track CWU faculty who have been at CWU a minimum of six years (18 academic quarters exclusive of summers).

2. Regular faculty who also serve in administration, but continue to teach a minimum of 5 credits per quarter, are eligible.
B. Materials for Distinguished Professor of Teaching
The Distinguished Professor of Teaching nominee's notebook should contain the following items, organized in the following order:

1. Letter of nomination bearing the date stamp of the Senate office verifying submission by December 1.
2. Vitae of nominee, verifying that the nominee is a full-time member of the CWU faculty and has a minimum of six years full-time service at CWU. The vitae must bear the date stamp of the Senate office verifying submission of the notebook by February 1.
3. Personal statement by nominee of philosophy, goals, and achievements in the area of teaching. This statement must not exceed 1000 words.
4. Evidence of teaching skills in the area of communication and methodology – exemplified in the clarity of organization and presentation of course materials, and of the challenge to and motivation of students – corroborated by:
   a. letters of recommendation, support or corroboration from colleagues, associates, students or relevant others (20 maximum);
   b. a portfolio reflecting the full range of the nominee’s teaching assignment, containing summary sheets for student evaluations of instruction for all courses, arranged chronologically, taught during the last five years, including all available written comments;
   c. representative class syllabi;
   d. if a video recording is included in the file, please limit the length to 15 minutes.
   e. evidence of teaching that has been informed by scholarship, as demonstrated by:
      i. participation in professional activities such as conferences, symposia, colloquia, exhibitions;
      ii. membership in professional associations;
      iii. peer reviewed scholarship or juried presentation;
      iv. continuing education in one's field or related fields;
      v. efforts in the development of new courses to broaden and update the university curriculum or other relevant evidence of continued scholarship.
   f. Evidence of the extent of participation in student advisement.

C. Materials for Distinguished Professor of Service
The Distinguished Professor of Service nominee's notebook should contain the following items organized in the following order:

1. Letter of nomination bearing the date stamp of the Senate office verifying submission by December 1.
2. Vitae of nominee, verifying that the nominee is a full-time member of the CWU faculty and has a minimum of six years full-time service at CWU. The vitae must bear the date stamp of the Senate office verifying submission of the notebook by February 1.
3. Personal statement by nominee of philosophy, goals and achievements in the area of service. This statement must not exceed 1000 words.

4. Evidence of service as exemplified by activities in which the nominee has applied his/her academic expertise to the welfare of individuals, professional organizations, university groups, the community at large, or the university, with evidence of the magnitude of effort and level of commitment to the community in the service provided, all corroborated by:
   a. letters of recommendation, support or corroboration from colleagues, associates, students, members of the community, or relevant others (20 maximum);
   b. public acknowledgement, such as, newspaper clippings, testimonials, awards, etc;
   c. chronological listing or concise summary of the nominee's service, indicating the recipient group and/or geographical area benefited by the service.

D. Materials for Distinguished Professor of Research / Artistic Accomplishment The Distinguished Professor of Research / Artistic Accomplishment nominee's notebook should contain the following items organized in the following order:
1. Letter of nomination bearing the date stamp of the Senate office verifying submission by December 1.
2. Vitae of nominee. The vitae should verify that the nominee is a full-time member of the CWU faculty and has a minimum of six years full-time service at CWU. The vitae must bear the date stamp of the Senate office verifying submission of notebook by February 1.
3. Personal statement by nominee of philosophy, goals and achievements in the area of research or artistic achievement and invention. This statement must not exceed 1000 words.
4. Evidence of research or artistic achievement, corroborated by:
   a. letters of recommendation, support or corroboration from colleagues, associates, students or relevant others emphasizing professional recognition, quality and credibility of research or artistic achievement (20 maximum).
   b. for Artistic Accomplishment – reviews, newspaper clippings, programs, reports, awards, acknowledgments, grants funded, etc;
   c. for Research – reprints of publications and a chronological list of research projects, publications, reports, performances, presentations, program participation, etc.; or a summary of a single research program for which nomination has been made.

Section VI. NON-TENURE TRACK DISTINGUISHED FACULTY AWARD

A. Eligibility
   This award is limited to Non-Tenure Track CWU faculty employed by the university during the time of their consideration, and who have a minimum of six
(6) years teaching at least one-half of a FTEF on an annualized basis in a Lecturer or Senior Lecturer capacity at the University.

B. Materials for Non-Tenure Track Faculty Distinguished Teaching Award
   The nominee’s notebook should contain the following items organized in the following order:
   1. Letter of nomination bearing the date stamp of the Senate office verifying submission by December 1.
   2. Vitae of nominee, verifying that the nominee is currently employed as a NTT faculty member at CWU. The vitae must bear the date stamp of the Senate office verifying submission of the notebook by February 1.
   3. Personal statement by nominee of philosophy, goals and achievements in the area of teaching, including addressing the areas outlined in the introduction above. This statement must not exceed 1000 words.
   4. Evidence of teaching excellence, as described above, corroborated by:
      a. letters of recommendation, support or corroboration from colleagues, associates, students or relevant others (20 maximum);
      b. a portfolio reflecting the full range of the nominee’s teaching assignment, containing summary sheets for student evaluations of instruction for all courses, arranged chronologically, taught during the last five years, including all available written comments;
      c. representative class syllabi;
      d. if a video recording is included in the file, please limit the length to 15 minutes.
      e. evidence of teaching that has been informed by scholarship as demonstrated by:
         i. incorporation of one’s own or others’ research in curriculum development;
         ii. incorporation of technology in the classroom;
         iii. activity in professional organizations and/or writing for publication