

## Faculty Code

### **SECTION III. DISTINGUISHED FACULTY AWARDS**

The Distinguished Faculty Awards are the highest awards attainable at CWU 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. Annual Distinguished Faculty Awards**

The Senate confers four unique awards annually to recognize outstanding distinguished faculty in the following areas:

1. Distinguished Teaching Award (there are two awards, one for tenure-track/tenured (TT/T) and one for non-tenure-track faculty (NTT)).

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 integration of scholarship 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 Service Award

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

3. Distinguished Faculty of Scholarship/Artistic Accomplishment Award

- a. Scholarship shall be defined as scholarly or scientific investigation or inquiry, conducted 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. Board of Trustees Distinguished Faculty Award**

The Board of Trustees Distinguished Faculty Award is bestowed on a faculty member who has demonstrated a long-term combined record of excellence in teaching, scholarship or artistic activities, and service (as defined in Sections III.A.1, III.A.2, and III.A.3) at CWU. The Board of Trustees awards one recipient every other year.

## **Appendix B: Distinguished Faculty Awards**

### **Section I. Funding for Distinguished Faculty**

Stipends and release time is generously provided by the Office of the President and the CWU Foundation.

- A. The annual Distinguished Faculty Awards in teaching, scholarship, and service will receive a one-time \$2,500 stipend.
- B. The Board of Trustees Distinguished Faculty Award will receive a \$5,000 stipend and one quarter release from teaching (12 WLU for tenured faculty and 15 WLU for Senior Lecturer faculty) the academic year following their award.

### **Section II. Obligation OF Recipients**

All award recipients are expected to serve on future selection committees at some time during their careers. Recipients of the Board of Trustees Distinguished Faculty Award will use 4 of the released WLU specified in Appendix B: I.B. for the benefit of CWU through research or service. These 4 WLU will be utilized in a manner determined through negotiation between the awardee and the Office of the President.

### **Section III. Initial Requirements**

#### **A. Due Dates**

- 1. Letters of nomination are due to the office of the Senate by December 1, or, if this date falls on a weekend, the first instructional day thereafter.
- 2. All materials supporting the nomination (i.e., nominees' notebooks) must be received by the office of the Senate by February 1 or, if this date falls on a weekend, the first instructional day thereafter.

#### **B. Eligibility**

- 1. Distinguished Faculty Awards are limited to CWU faculty who have been at CWU a minimum of six (6) years and have worked at least 135 WLU.
- 2. Board of Trustees Distinguished Faculty Awards are limited to active CWU faculty who have been at CWU a minimum of fifteen (15) years, and have performed the greater part of the activities for which they are nominated in connection with the nominee's employment at CWU. Emerit, tenured, and Senior Lecturer faculty are eligible.

#### **C. Nominations and Supporting Materials**

- 1. Nominations may be made by faculty, students, alumni or others in a position to evaluate the achievements of a faculty member in any of the award categories. 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 selection 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 selection committee is not an investigate 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 re-nominated.
7. Material of award recipients shall be retained for three years in the office of the Senate.
8. Neither nominees nor nominators should attempt to contact the committee, the Senate office, or the President's Office about the process 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. Selection Committee

### A. *Membership*

1. Members of the selection committee are approved by the EC.
2. Committee membership is finalized by early February at the latest.
3. The committee will include six volunteer members:
  - a. Four must be past Distinguished Faculty Award winners representing each award category selected by the EC.
  - b. One must be an alumnus selected by CWU Alumni relations.
  - c. One must be an individual selected by the EC from three names forwarded by the CWU Retiree Association to balance out the composition of the committee.
4. Emerit 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. Nominees shall only be considered for the category of the award for which they were nominated.
2. The selection committee makes the award choices, and forwards those names and materials to the President with a brief summary statement describing each awardee.
3. The President forwards the awardee file for the Board of Trustees Distinguished Faculty Award to the BOT for approval at their spring meeting.

## Section V. Notification Of Award

- A. The President will notify the award winners.
- B. After the award winners have been notified by the President, letters will go out to the other candidates informing them the status of their nomination. The committee will not give individual feedback on the merit of applications or the selection process.
- C. The Board of Trustees Award will be awarded at the Board of Trustees spring meeting.

## Section VI. Required Application Materials

A. *Materials for Distinguished Teaching Award*

The Distinguished Teaching Award 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 (6) 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 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 activities such as:
  - 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 CWU curriculum or other relevant evidence of continued scholarship.
- f. Evidence of the extent of participation in student advisement.

**B. *Materials for Distinguished Service Award***

The Distinguished Service Award 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 (6) 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 their academic expertise to the welfare of individuals, professional organizations, university groups, the community at large, or CWU, 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 benefits by the service.

**C. *Materials for Distinguished Scholarship/Artistic Accomplishment Award***

The Distinguished Scholarship/Artistic Accomplishment Award 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 (6) 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 scholarship 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 accomplishment (20 maximum);
  - b. for Artistic Accomplishment – reviews, newspaper clippings, programs, reports, awards, acknowledgements, grants funded, etc.;
  - c. for Scholarship – reprints of publications and a chronological list of research projects, publications, reports, performances, presentations, program participation, or other professional work; or a summary of a single research program for which nomination has been made.

*D. Materials for Board of Trustees Distinguished Faculty Award*

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 member of the CWU faculty and has a minimum of fifteen (15) years of 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 3000 words.
4. The Board of Trustees Distinguished Faculty Award nominee's notebook should contain all materials outlined in the previous sections (A, B, and C) to demonstrate excellence in teaching, service, and scholarship/artistic accomplishment.
  - a. letters of recommendation, support or corroboration from colleagues, associates, students or relevant others emphasizing professional recognition, quality and credibility of teaching, service and scholarship/artistic accomplishment (30 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 (5) 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 fifteen (15) minutes.

- e. Evidence of teaching that has been informed by scholarship, as demonstrated by activities such as:
  - 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 CWU curriculum or other relevant evidence of continued scholarship.
- f. Evidence of the extent of participation in student advisement;
- g. public acknowledgement, such as, newspaper clippings, testimonials, awards, etc.;
- h. chronological listing or concise summary of the nominee's service, indicating the recipient group and/or geographical area benefits by the service;
- i. for Artistic Accomplishment – reviews, newspaper clippings, programs, reports, awards, acknowledgements, grants funded, etc.;
- j. for Scholarship – reprints of publications and a chronological list of research projects, publications, reports, performances, presentations, program participation, or other professional work; or a summary of a single research program for which nomination has been made.