

**FACULTY SENATE
ANNUAL
STANDING COMMITTEE REPORT**

BYLAWS & FACULTY CODE COMMITTEE
2018-2019 ACADEMIC YEAR

Prepared for the Executive Committee of the CWU Faculty Senate by Mary Radeke (Bylaws & Faculty Code Committee chair)

Submitted on May 20, 2019

Committee Chair: Mary Radeke

Committee members: Bret Smith, Jason Dormady, Stephen Robison, and Walter Szeliga (EC Liaison).

Meeting dates and attendees:

Meetings were held on Tuesdays, 3:30-5:00pm. Dates: 9/21, 10/16, 11/6, 11/20, 1/22, 2/19, 3/5, 3/30, 4/2, 4/16, 4/20, 4/30, 5/14, 5/28

Committee charges and responses to charges.

The committee received its charges for the 2018-2019 academic year on 9/17/2018. The following charges were identified:

BFCC18-19.01 (approved). Review proposed changes to Code and Bylaws from the General Education Committee regarding structure of committee and chair and pathway coordinator roles. Timeline: Priority. Please review at first committee meeting of the year, revise as needed, and approve. If possible, please return to Executive Committee by September 27.

The BFCC reviewed and amended language in the Bylaws to reflect duties and workload allocation for the General Education Program Director/chair. In addition, new language was added under “Membership” for the GE Curriculum and Assessment Subcommittee membership and GE Coordination and Management Subcommittee (Motion No. 18-14, First Reading 10/31/18; passed 11/14/18; See Appendix A). Additionally, the BFCC reviewed and amended the changes to the code proposed by the General Education Committee and the EC regarding the WLU for the General Education Committee members (Motion No. 18-15, First Reading 10/31/18; passed 11/28/18; see Appendix B).

BFCC18-19.02 (approved) Review revisions to Code Reorganization appendix and determine if the changes are substantive or not. Timeline: Priority. Please review at first committee meeting of the year and return to Executive Committee by October 5, if possible.

At the 9/21/18 BFCC meeting, the committee discussed the issues surrounding the Code Reorganization appendix. The language for this appendix was voted and approved by Senate on May 30, 2018. Over the summer the decision was made not to present to the BOT, and the provost suggested some changes to the language in the document. The EC also made some additional changes over the summer. The Code Reorganization document was presented at the BOT meeting in Feb. 2019 at which time the Provost Council opposed the placement in Code. The BOT decided not to vote on the motion and asked the Senate and Provost Council to come to an agreement. A subgroup of the BFCC and the Senate Chair met with the President and members of the Provost Council to review the proposed Code Reorganization document, and all present at the meeting came to an agreement to move the language to policy. Senate voted to approve the policy at the May 1, 2019 Senate meeting (see Appendix C).

BFCC18-19.03 (in progress). Review proposed changes to Code from the Budget and Planning Committee regarding college budget committees. Timeline: Submit to Executive Committee by end of Winter quarter, if possible.

We received the draft of code language from the Budget and Planning Committee on Feb. 19, 2019 and we set to work on revisions to the language as well as determining where it should go in the Code. The BFCC made recommendations on revisions to the language, added a reference to the AAUP statement on shared governance, and returned the document to the EC and Budget and Planning committee. We then received feedback at our next meetings (end of Feb/March) and voted to send the language to the Senate for the first reading. The first reading at Senate was on April 3, 2019. BFCC and BPC received feedback from faculty, Provost Council, and ADCO between April 3 and May 15, and revised some parts of the new language to address the feedback. Third reading and a vote of Senate will take place on May 29, 2019.

BFCC18-19.04 (approved). Recommend new code language to establish the Board of Trustees award. Timeline: Submit to Executive Committee by end of Winter quarter, if possible.

The BFCC completed this charge ahead of schedule. Changes to the Code as well as the addition of Faculty Code, Appendix B reflected the BOT award which awards a faculty member who has shown exemplary work in Scholarship/Artistic Accomplishment, Service, and Teaching. The proposed addition of the BOT award was presented at Senate, with a few amendments proposed by senators. We returned with changes for the second reading, and passed the new language at the third reading (Motion No. 18-16, First Reading 10/31/18; passed 11/28/18; see Appendix D).

BFCC18-19.05 Consider changing code amendment process (Section IV.K.) to two rather than three readings. Timeline: Submit to Executive Committee by end of Winter quarter, if possible.

The BFCC unanimously voted to keep the three-reading rule for Faculty Code Changes. No further action was taken on this charge.

BFCC18-19.05 (in progress). Continue conducting a comprehensive Faculty Code review. Identify areas that may need updated to strengthen faculty shared governance at Central. Consider soliciting feedback from faculty via public forums or other mechanisms. Identify changes in organization or language needed to clarify Code. Timeline: Ongoing. Submit completed edits to Executive Committee by end of Winter quarter, if possible.

The BFCC has been working on this charge since 2018 (see below).

BFCC17-18.04 *Conduct a Comprehensive Faculty Code review. This presents the Code and Bylaws committee with the change to conduct a complete examination of the Faculty Code to identify any areas that may need to be updated before issues or problems surface.*

All committee members have contributed line-by-line input into the Code via track changes in preparation for next year's analysis. The feedback includes attention to consistency of language (e.g., There was a discussion of how to make the use of "must," "will," and "shall" consistent through the document in accordance to legal good practices), re-organization of the Code and appendices, and substantive content changes to strengthen shared governance at Central.

During the 2018-2019 academic year, the committee continued to engage in a comprehensive review of the Faculty Code. The BFCC felt that the Code needed stronger language related to shared governance and could be reorganized to be more cohesive. During Winter and Spring quarters, the committee worked on strengthening language concerning "Shared Governance" and constructed language to be included in a CWU Policy to clearly reference the Faculty Code when creating policy and consultation with faculty. Additionally, the BFCC created corresponding language to be added to the Code referencing CWU Policy. The committee identified areas throughout the code where reference to shared governance should be added and reorganized the code for clarity and flow (since this work has yet to be reviewed by Executive Committee, samples are not available). These documents will be submitted to the Executive Committee at the end of May, 2019 for review over the summer. The BFCC anticipates presentation of the new code language and code reorganization at the first Senate Meeting of 2019.

BFCC18-19.06 (in progress) Review committee procedures manual and update as required. Timeline: Approve updated procedures manual by last committee meeting of year.

BFCC procedures manual is currently under review, any changes will be discussed at the final BFCC meeting on 5/28/19.

Appendix A

Motion No. 18-14

11/14/19

Policy & Procedure Number: Faculty Code Section IV New Revision

Title: Faculty Senate

Summary:

The changes to this section of the Faculty Code provide detail about workload release for the new general education program director, director-elect, and pathway coordinators.

Roles and responsibilities of each position are outlined in General Education committee procedures.

*[xx/xx/2018: Responsibility: **Faculty Senate**; Authority: Board of Trustees; Approved by: Board of Trustees]*

Faculty Code

Section IV. FACULTY SENATE

A. Committees

1. Standing Committees

The Senate shall maintain six standing committees. They are the General Education Committee, the Academic Affairs Committee, the Curriculum Committee, the Bylaws and Faculty Code Committee, the Evaluation and Assessment Committee, and the Budget and Planning Committee.

- a. The General Education Committee shall be concerned with the study, development, and improvement of the General Education Program. The committee shall review and recommend courses, programs, and policies of general education in close cooperation with appropriate academic administrators. It shall perform other duties as may be requested or approved by the Executive Committee.

B. Assigned Time and Workload Units for Senate Offices and Activities

1. Senate Committee Chair

Workload units (WLU) for the position of chair of a Senate committee are estimated at two to four (2-4) per academic year, [except for the General Education Program Director and Chair \(as detailed in sections IV.E.8.a, b, & c\)](#). When elected committee chairs configure their workload plans, they should contact the Senate Office to determine a specific estimate for the upcoming year.

- a. The General Education Program Director and Program Director-Elect shall be relieved of a total of thirty-two (32) WLU of teaching for the academic year, to be divided between them. The General Education Program Director and Direct-Elect

will determine the distribution of the 32 WLU based on their specific expertise and interests. Workload distribution decisions will be made as soon as possible following the ratification of the Director-elect, and will be forwarded to the Executive Committee no later than the first Friday in February.

- b. The General Education Program Director will serve as chair of the General Education Committee and Subcommittees. The department(s) in which the program director and program director-elect teach shall receive compensatory funds from the Provost's office.
 - c. The program director, or GEC designee, assumes certain duties and responsibilities in the summer, for a total of four (4) WLU. Any additional units will be negotiated with the Provost.
2. Senate Committee Member (Non-Chair)
- Workload units for the positions of non-chair members of Senate committees are estimated at one to two (1-2) per academic [year, except for General Education Pathway Coordinators \(as detailed in section IV.E.9.a & b\)](#). When ratified committee members configure their workload plans, they should contact the Senate Office to determine a specific estimate for the upcoming year.
- a. General Education Pathway Coordinators shall be relieved of three (3) WLU of teaching for the academic year to perform their duties.
 - b. Pathway Coordinators will be compensated one (1) WLU during the summer from the Provost's office.

Appendix B

Motion No. 18-15

11/28/19

The changes to this section of the Faculty Code provide detail about workload release for the new general education program director, director-elect, and pathway coordinators. Roles and responsibilities of each position are outlined in General Education committee procedures.

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- a. [The General Education Program Director and Program Director-Elect shall be relieved of a total of thirty-two \(32\) WLU of teaching for the academic year, to be divided between them. The General Education Program Director and Direct-Elect will determine the distribution of the 32 WLU based on their specific expertise and interests. Workload distribution decisions will be made as soon as possible following the ratification of the Director-elect, and will be forwarded to the Executive Committee no later than the first Friday in February.](#)
 - b. [The General Education Program Director will serve as chair of the General Education Committee and Subcommittees. The department\(s\) in which the program director and program director-elect teach shall receive compensatory funds from the Provost's office.](#)
 - c. [The program director, or GEC designee, assumes certain duties and responsibilities in the summer, for a total of four \(4\) WLU. Any additional units will be negotiated with the Provost.](#)
2. 9.Senate Committee Member (Non-Chair)
 3. Workload units for the positions of non-chair members of Senate committees are estimated at one to two (1-2) per academic [year, except for General Education Pathway](#)

Coordinators (as detailed in section IV.E.9.a & b). When ratified committee members configure their workload plans, they should contact the Senate Office to determine a specific estimate for the upcoming year.

4. a. General Education Pathway Coordinators shall be relieved of three (3) WLU of teaching for the academic year to perform their duties.
5. b. Pathway Coordinators will be compensated one (1) WLU during the summer from the Provost's office

Appendix C

Policy & Procedure Number:

CWUP (Policy) CWUP 5-90-060

CWUR (Procedure)

New X Revision

Title: Consultation on the Creation, Reorganization, or Renaming of Academic Units

Summary: This policy clarifies the process and required consultation involved when creating, reorganizing, or renaming academic units.

CWUP 5-90-060

Consultation on the Creation, Reorganization, or Renaming of Academic Units

(1) Initiation of a proposal to create, reorganize, or rename an academic unit or units.

(A) This policy applies to the creation or reorganization of units that affect the delivery of academic programs, and to renaming of all academic units. Academic units include but are not limited to colleges, schools, and academic departments. For instance, this policy applies to proposals for the creation of new academic colleges or schools; reorganization of existing academic colleges or departments including the shifting of departments or programs from one college/school/department to another; the partial or complete merger of two or more departments; creation of new departments; dissolution of departments; and changes of college, school and department names.

(2) Principles guiding consultation on the creation, reorganization, or renaming of academic units.

(A) The organization of academic units should support the mission and strategic plan of the university. Although the administration maintains management rights in cases of establishment, modification, or reorganization of programs (CBA Article 3.23), Central Washington University is dedicated to shared governance and recognizes the importance of faculty consultation in academic decision making. Therefore, all proposals should formally solicit and consider the input of the affected faculty and other academic staff.

(B) Proposal initiators should actively solicit feedback from affected faculty, staff, and students in the preliminary planning stages of proposals, and should give these groups notice, information, and time to enable them to evaluate those proposals and make their concerns known.

(C) In extreme cases (e.g., financial exigency as defined in the CBA Article 25 or other financial crisis), the university may decide to reduce or discontinue academic programs. In this eventuality, the Provost should consult with the affected groups to the greatest extent possible following the process outlined in this policy.

(3) Preparing a proposal for consultation on a creation, reorganization, or renaming of an academic unit.

(A) The proposal initiator should work with the Faculty Senate Executive Committee and Provost to consider the degree of impact of the proposed change and determine the level of detail required in the proposal. The initiator should then complete a proposal template, as applicable, with details about the following items:

1. Description of the recommended change.
2. Rationale for the recommended change.
3. Goals and objectives of the proposed change.
4. Method for evaluating achievement of goals and objectives.
5. Relation of the change to the mission and strategic plan of the university.
6. Impacts on academic programs across the university.
7. Impacts on students, faculty, and staff.

8. Impacts on quality of degree programs, student retention, and graduation rates.
9. Impacts on non-academic units, external constituents, and accreditation.
10. Impacts on shared governance, including tenure/promotion/review processes.
11. Before and after organizational chart for all units affected.
12. Cost/benefit analysis, including financial and non-financial resources.
13. Implementation plan and timeline.

(B) In cases of renaming of academic units, responses to items 3, 9, 10, 11, and 12 may be omitted.

(4) Review process for proposals to create, reorganize, or rename academic units.

(A) The proposal initiator should work with the Faculty Senate Executive Committee and Provost to establish a review process for consultation on the proposal. The process will typically involve review by the following groups, in the order presented:

1. all faculty (as defined in Faculty Code Section I.A.1.a.) within affected academic units
2. all affected dean(s)
3. Faculty Senate Budget and Planning committee (if applicable)
4. Faculty Senate and Academic Department Chairs Organization concurrently, and Student Academic Senate if applicable
5. Provost Council

(B) The timeline for review for each level will be no more than one month, ideally with an overall timeline of not more than six months (not including breaks/holidays, or Summer quarter). In cases of significant reorganization and with the approval of both the Faculty Senate Executive Committee and Provost, the timeline at each review level may be extended beyond a month in order to consult appropriately with stakeholders.

(C) Reviewers at each stage will have access to the full proposal, with any modifications, as well as all comments from previous levels of review. Revisions to the proposal may and should occur during the process based on feedback from each level of review. However, attempts should be made to bring any substantive changes back to prior levels for further review. A full record of the review process and feedback (including vote counts and comments about the merits and weaknesses of the proposal) from each level of consultation will be provided to the President and Board of Trustees for final decision-making.

Appendix D

Motion No. 18-16

1/9/19

This revision adds a new distinguished faculty award to the Code. The proposed new award, the Board of Trustees Distinguished Faculty Award, will recognize faculty members with long-term records of excellence in teaching, scholarship, or artistic activities.

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. 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 2 awards, 1 for tenured/ tenure-track and 1 for non-tenure-track faculty)

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 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 the university.

3. Distinguished 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

- A. Funding for the awards (~~\$2,500 for each category~~) and release time is generously provided by the Office of the President.

- B. Recipients of the annual Distinguished Faculty Awards in teaching, scholarship, and service will receive a one-time \$2,500 stipend.
- C. Recipients of 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 teaching WLU specified in Appendix B: I.C for the benefit of the University 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~~ ~~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).~~
- 1. All material supporting the nomination (i.e., nominees' notebooks) must be received ~~by~~ ~~in~~ 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 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 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. Emeritus, 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.

1. The selection committee is not an investigative body. Therefore, it is imperative that supportive material be complete, orderly and self-explanatory.
2. Nominators may not nominate more than one faculty to share the same award.
3. 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.
4. A nominee may be renominated.
5. Material of award recipients shall be retained for three years in the office of the Senate.
6. ~~Awards are announced by the President 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 President's Office about the progress or outcome of the committee's deliberations. No information will be given out.
7. 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 Executive Committee.
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 **annual** award category selected by the Executive Committee.
 - b. One must be an alumnus selected by CWU Alumni Relations.
 - c. One must be an individual selected by the Executive Committee from three names forwarded by the CWU Retiree Association to balance out the composition of the committee.
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. 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 Board of Trustees for approval at their spring meeting.
- ~~3. 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.~~

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. ~~DISTINGUISHED FACULTY AWARDS-REQUIRED APPLICATION MATERIALS~~

~~A. Eligibility~~

~~1. Distinguished Faculty Awards are limited to CWU faculty who have been at CWU a minimum of six years and have worked at least 135 WLU.~~

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 member of the CWU faculty and has a minimum of six years' 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 research or artistic achievement and invention. 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, 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 the university 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 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.C. Materials for Distinguished Scholarship/ Artistic Accomplishment Award

The Distinguished Scholarship/ 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 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 achievement (20 maximum).
 - b. for Artistic Accomplishment – reviews, newspaper clippings, programs, reports, awards, acknowledgments, 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.D. Materials for Board of Trustees Distinguished Faculty Award

1. Vitae of nominee, verifying that the nominee is a member of the CWU faculty and has a minimum of 15 years service at CWU. The vitae must bear the date stamp of the Senate office verifying submission of the notebook by February 1.
2. 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.