

**Faculty Senate Planning Committee**  
**Faculty Senate Awards Policy**  
**Submitted by Dan Althoff, Chair**  
**Faculty Senate Planning Committee**  
**Approved by Faculty Senate**  
**on Wednesday, February 8, 2006**

**A. Eligibility**

Full-time faculty whose appointment is at 50% or more instructional time are eligible for Faculty Senate Awards.

**B. Categories of Awards**

Nominations and awards are made in the categories of Teaching, Scholarship, and Service.

**C. Departments and Divisions**

For the purpose of these awards, each department in the University is assigned to a Division that corresponds to the former four Schools of the University. Those divisions and departments are the following:

Arts and Letters (AL)

Communication and Theatre  
English, Humanities, and Languages  
Music, Art, and Graphic Design  
Social Sciences

Business (B)

Accounting and Finance  
Aviation Sciences  
Management and Marketing

Education and Behavioral Sciences (E)

Behavioral Sciences  
Educational Instruction and Leadership  
Health, Physical Education, and Recreation

Science and Technology (ST)

Biological Sciences  
Chemistry, Computer, and Physical Science  
Mathematics  
Occupational Safety and Health

**D. Number of Awards**

Three Awards are made to each of the four divisions: one for Teaching, one for Scholarship, and one for Service.

## **E. Multiple Awards**

A faculty member may be nominated, and may win, in any or all of the three categories. Faculty members may be nominated, however, only within their division.

## **F. Nominations for Awards**

Nominations for Faculty Senate Awards are made through the website established for that purpose by the office of the Assistant Vice President of Academic Affairs/Chief Information Officer (Dr. Ann Haycock).

Any member of the University community (students, faculty, staff, graduates, and administrators) may nominate eligible faculty members for Faculty Senate Awards. Faculty members may also nominate themselves for awards. All nominations are made anonymously via the website.

## **G. Notification of Nominees**

At the close of the nomination period, faculty members are informed of their nominations by the Planning Committee. If a faculty member is nominated in more than one category, he or she receives a separate notification for each category. Notifications are made officially by email, but faculty members may request a hard copy of their nomination from the Planning Committee for their own files (tenure and promotion documentation, etc.).

## **H. Supporting documentation**

If faculty nominees choose to accept the nomination, they may provide a statement explaining why they should be considered for the award. This documentation must be confined to a single page (Word or WordPerfect document, 10 or 12 point font) and emailed to the address specified by the deadline specified. Extraneous supporting materials will not be considered or included. This limit on documentation is strictly enforced.

## **I. Faculty Senate Voting**

At the close of the response period, members of the Faculty Senate vote online for the individuals in each Division for each of the awards. Ties are resolved at the Faculty Senate meeting prior to the Awards Banquet.

## **J. Faculty Senate Awards at Banquet**

Winners of the Faculty Senate Awards are announced at the annual Awards Banquet and not prior.