

Nomination and Voting Process, Timeline

1. Solicitation/advertisement of nominations (Faculty, Staff, Students, Administrators, and Alumni can nominate).
 - a. 10 Weeks, beginning **late-November**.

2. Request for supporting documentation from nominees.
 - a. 2 Weeks, beginning **early-February**.

3. Voting by faculty at large.
 - a. 1 Week, **early-March**.
 - b. Vote for the following awards:
 - i. FS Award for Teaching.
 - ii. FS Award for Scholarship.
 - iii. FS Award for Service.
 - iv. FS Award for Adjunct Professor of the Year.
 1. Note: this award is restricted to excellence in teaching only.
 2. Note: nominees' consideration based on **current calendar year** (i.e., spring '16, summer '16, and fall '16) because of turnover.
 3. Awardee is determined by highest number of votes received by faculty at large.
 - a. Ties are broken using the number of nominations received.
 - v. FS Award for Librarian of the Year.
 1. Awardee is determined by highest number of votes received by faculty at large.
 - a. Ties are broken using the number of nominations received.
 - c. Faculty at large voters vote for top choice **only** for each category.

4. Planning committee narrows the nominee pool.
 - a. Top 5 nominees **(where possible)** for each category, for each School, are selected by numbers of votes received during voting by faculty at large.

5. Voting by faculty from each School.
 - a. 1 week, **late-March (usually after spring break)**.
 - b. Faculty from each School vote on Top 5 nominees for their School.
 - i. Faculty vote for 1st and 2nd choice for each category.
 1. **1st choice votes are worth 3 points.**
 2. 2nd choice votes are worth 1 point.
 3. Awardees are determined by highest number of points received.
 - a. Exception: alternate awardee is determined by second highest number of points received if the original awardee is the recipient of the FS Award for Professor of the Year.

- b. Ties are broken using the number of faculty at large votes received.
 - ii. Due to the large number of faculty in the school of Arts and Sciences, the following two divisions will be utilized for the purpose of awarding Faculty Senate awards.
 - 1. "Arts and Letters" – will include faculty from Art, Communication and Theatre; English Humanities and Languages; Music; and Social Sciences.
 - 2. "Math, Sciences and Safety" – will include faculty from Biological Sciences; Chemistry, Computer and Physical Sciences; Mathematics; and Occupational Safety and Health
6. Planning committee determines the nominees for the FS Award for Professor of the Year.
- a. Faculty are eligible if they have been nominated in all 3 individual categories for their School (i.e., Teaching, Scholarship, and Service).
 - b. One nominee may be selected from each of the following schools:
 - i. JMBS
 - ii. EBS
 - iii. A&S - "Arts and Letters"
 - iv. A&S - "Math, Sciences and Safety" divisions.
 - c. Nominees are determined by the highest overall total number of points voted by faculty from each School.
 - i. Ties are broken using the number of faculty at large votes received.
7. Voting by Faculty Senate
- a. FS Award for Professor of the Year.
 - i. 1 week, **early-April**.
 - 1. Up to four (4) nominees may be voted on by the Faculty senate; one (1) nominee from JMBS, one (1) nominee from EBS, (1) nominee from A&S – "Arts and Letters", and one (1) nominee from A&S – "Math, Sciences and Safety".
 - 2. Senators vote for 1st and 2nd choice by **secret ballot**.
 - a. 1st choice votes are worth 3 points.
 - b. 2nd choice votes are worth 1 point.
 - c. Awardee is determined by highest number of points received.
 - i. Ties are broken using the number of faculty at large votes received.
 - d. Awardee becomes ineligible for any individual award.

- b. FS Award for Lifetime Achievement, **if applicable.**
 - i. Solicitation of nominations will be emailed to faculty at large in **early-February.**
 - ii. Nominee must have a minimum of 25 years of service to SE, including a minimum of 10 years of tenured service and has not previously been the recipient of this award.
 - iii. Nominee must submit a cover letter that provides a statement of the nominee's philosophy about teaching, service and scholarship.
 - iv. Nominee must submit a curriculum vitae that clearly documents the following evidences:
 - 1. long-term impact on learning of students;
 - 2. long-term service work for the institution community; and
 - 3. long-term success of scholarship and professional achievement.
 - v. Nominee must provide two supporting letters, one from a faculty colleague and one from an administrator or Chair.
 - vi. Nominee may submit supplemental documentation if appropriate. Examples may include, but are not limited to:
 - 1. Teaching portfolio
 - 2. Creative designs/portfolio
 - 3. Creative teaching materials
 - 4. Copies of publications, including books.
 - vii. Senators vote **early-April.**
 - 1. Awardee is determined by the highest number of votes received during voting by the faculty senate.
 - 2. Ties will be broken by a secret ballot vote of the 7-member Faculty Senate Executive Committee.
 - 3. Note: may not always be awarded (i.e., AY15-16).
- 8. Planning Committee prepares and frames awards.
- 9. Faculty-Staff Awards Banquet, **late-April.**