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Faculty Awards Handbook

College of Education

Texas Tech University

2009

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Purpose of the Handbook

The purpose of Faculty Awards Handbook is to provide a central source of information for faculty members and the Faculty, Staff, and Student Human Resources Committee regarding university and college awards. Importantly, the handbook is designed to facilitate the nomination, selection, and honoring of faculty for awards that fall in the areas of teaching, service, and research.

Introduction

Texas Tech University and the College of Education give a number of annual awards to faculty members in an effort to recognize and reward outstanding accomplishments in the areas of teaching, research, and service. In the COE, the Faculty, Staff, and Student Human Resources Committee (FSSHRC) coordinates the process of soliciting recommendations, reviewing dossiers, selecting nominees, and recommending faculty for college and, when appropriate, university awards. Likewise, the FSSHRC is responsible for notifying faculty of COE deadlines for faculty recommendations and the submission of faculty dossiers. COE deadlines for the submission of dossiers are in the fall and selections are made in the spring. Recipients of College Awards and nominees for University Awards are notified of their selection in late spring each year. An exception to this timeline is that the college nominee for the Salzburg Global Seminar Award is notified early in the winter term so that adequate time is given for the nominee to apply for and, ideally, be accepted for a Salzburg Seminar. The dossiers of University Award nominees are forwarded to the appropriate office the following fall or next academic year when university committees make their selections and recommendations to the appropriate university administrator.

The current awards fall into two general categories: University and College. The university awards currently listed in OP 32.24 Faculty Awards (<http://www.depts.ttu.edu/opmanual/OP32.24.pdf>) are as follows:

- President's Faculty Book Award
- Chancellor's Council Distinguished Teaching Award
- Chancellor's Council Distinguished Research Award
- Spencer A. Wells Award for Creativity in Teaching
- Bernie E. Rushing, Jr. Faculty Distinguished Research Award
- Faculty Distinguished Leadership Award
- Hemphill-Wells New Professor Excellence in Teaching Award
- President's Academic Achievement Award
- President's Excellence in Teaching Award
- Alumni Association New Faculty Award
- Teaching Academy Departmental Excellence in Teaching Award

In addition, three other awards are listed at separate sites:

- Piper Professor Nominations
(<http://www.depts.ttu.edu/opmanual/OP32.21.pdf>).
- President's Excellence in Diversity and Equity Award
(<http://www.depts.ttu.edu/opmanual/OP10.15.pdf>), and
- President's Excellence in Academic Advising Awards
(<http://www.depts.ttu.edu/opmanual/OP10.16.pdf>).

The current college awards are as follows:

- Salzburg Global Seminar Award
- Donald McDonald Excellence in Teaching Award
- Larry & Kathi Hovey Distinguished Clinician Award
- Clinical Faculty Distinguished Service Award
- Adjunct/Part-time Distinguished Teaching Award

The College of Education also makes awards that are counterparts to University awards, e.g., the nominee for the President's Academic Achievement Award is the recipient of the college Dean's Academic Achievement Award. These awards—college counterparts to university awards—are delineated hereinafter when college awards are listed.

University Awards: Criteria, Procedures, and Forms

Each university and college award is governed by the criteria and procedures established by the respective institutional unit and/or office. For convenience, these awards are noted below under three headings: Chancellor's Awards, President's Award's, and Other Named Awards.

Chancellor's Awards

The *Chancellor's Council Distinguished Teaching Award* is coordinated by the Office of the Provost/Senior Vice President for Academic Affairs. The award description, deadline, criteria, procedures, nomination form, and the protocol for the award may be found in attachments A and B at <http://www.depts.ttu.edu/opmanual/OP32.13.pdf>.

TIMING	AWARD	CRITERIA	NOMINATIONS	PROCEDURE
To the Office of the Provost/Senior Vice President for Academic Affairs in the 1 st week of October; the deadline for the COE committee is announced annually	Chancellor's Council Distinguished Teaching Award (1)	For TTU faculty members who demonstrate teaching excellence, as evidenced by their attainment of distinction, both within and beyond the institution, for outstanding teaching and outstanding contributions related to excellence in teaching.	Nominated by the deans of the colleges in which the nominees hold a faculty appointment.	Selection by the Executive Council of the Teaching Academy and the president of the Faculty Senate. Recommendation to the senior vice provost

The *Chancellor's Council Distinguished Research Award* is coordinated by the Office of the Vice President for Research. The award description, deadline, criteria, procedures, nomination form, and the protocol for the award may be accessed at <http://www.depts.ttu.edu/opmanual/OP32.21.pdf>.

TIMING	AWARD	CRITERIA	NOMINATIONS	PROCEDURE
To the Vice President for Research in the 1 st week of October; the deadline for the COE	Chancellor's Council Distinguished Research Award (1)	Eligibility is limited to faculty members who, at the time nominations, have been in tenured or tenure-track positions at TTU for no	Nominations shall originate with the deans of the colleges in which nominees hold a faculty appointment.	Selection by an appropriate university committee. Recommendation to the chancellor.

committee is announced annually		more than eight years and who have held the terminal degree for no more than twelve years. Full professors are not eligible.		
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President's Awards

The *President's Faculty Book Award* is coordinated by the Office of the Provost/Senior Vice President for Academic Affairs. The award description, deadline, criteria, procedures, nomination form, and the protocol for the award may be accessed at (<http://www.depts.ttu.edu/opmanual/OP32.21.pdf>).

TIMING	AWARD	CRITERIA	NOMINATIONS	PROCEDURE
To the Office of the Provost/Senior Vice President for Academic Affairs in the 1 st week of October; the deadline for the COE committee is announced annually	President's Faculty Book Award (3)	See Attachment B of OP32.21.	Nominated by submission of two copies of book published in the specified year and completed <i>Information Sheet</i> Attachment B of OP32.21.	Reviewed by selected faculty. Recommendations made to President's Book Award Committee

The *President's Academic Achievement Award* is coordinated by the Office of the Provost/Senior Vice President for Academic Affairs. The award description, deadline, criteria, procedures, nomination form, and the protocol for the award may be accessed at (<http://www.depts.ttu.edu/opmanual/OP32.21.pdf>).

TIMING	AWARD	CRITERIA	NOMINATIONS	PROCEDURE
To the Office of the Provost/Senior Vice President for Academic	President's Academic Achievement Award (3 anticipated)	Excellence in achievement across the teaching-research-service missions of	Nominated by dean by letter, including vita and up to three support letters	Reviewed by Honors and Awards Council. Recommendations to the Office of the Provost/Senior Vice President for Academic

Affairs in the first week of February; the deadline for the COE committee is announced annually		the university. Three years of faculty service, recognition by peers in one or more areas, evidence of productive scholarship, and demonstrated competence in the three areas.		Affairs.
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The *President's Excellence in Teaching Award* is coordinated by the Office of the Provost/Senior Vice President for Academic Affairs. The award description, deadline, criteria, procedures, nomination form, and the protocol for the award may be accessed at (<http://www.depts.ttu.edu/opmanual/OP32.21.pdf>).

TIMING	AWARD	CRITERIA	NOMINATIONS	PROCEDURE
To the Office of the Provost/Senior Vice President for Academic Affairs in the first week in February; the deadline for COE committee is announced annually	President's Excellence in Teaching Award (1 per college; up to 4 in A&S)	Excellence in teaching role	Nominated by dean by letter summarizing teaching activities.	Nominated by dean by letter summarizing teaching activities

The *President's Excellence in Diversity and Equity Award*, while not processed through or coordinated by the COE Faculty, Staff, and Student Human Resources Committee, is noted because of the emphases and opportunities afforded. The award description, deadline, criteria, procedures, nomination form, and the protocol for the award may be accessed at <http://www.depts.ttu.edu/opmanual/OP10.15.pdf>.

TIMING	AWARD	CRITERIA	NOMINATIONS	PROCEDURE
Nominations	Excellence in		Any TTU faculty, staff,	The review committee will

are due by March 15 th to the Vice President for Institutional Diversity, Equity, & Community Engagement	Diversity and Equity	Nominees will be evaluated on their efforts, both within and outside of their instructional duties, to engage in activities on and off campus that promote the value of diversity and equity at all academic levels of the university.	or student may initiate by submitting the necessary documentation packet	select from the nominees and send its recommendation to the vice president.
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The *President's Excellence in Academic Advising Awards* is coordinated by the Office of the Provost/Senior Vice President for Academic Affairs. The award description, deadline, criteria, procedures, nomination form, and the protocol for the award may be accessed at (<http://www.depts.ttu.edu/opmanual/OP10.16.pdf>).

TIMING	AWARD	CRITERIA	NOMINATIONS	PROCEDURE
To the Office of the Provost/Senior Vice President for Academic Affairs by February 1; the deadline for the COE committee is announced annually	Excellence in Academic Advising Awards	Nominees are evaluated on the basis of specific examples of advising excellence provided in the award application statement, in supporting letters, and in supplemental materials.	Nominations may be made by faculty or staff.	The review committee will select from the nominees and send its recommendation to the Provost/Senior Vice President for Academic Affairs.

Other Named University Awards

The *Spencer A. Wells Award for Creativity in Teaching* is coordinated by the Office of the Provost/Senior Vice President for Academic Affairs. The award description, deadline, criteria, procedures, nomination form, and the protocol for the award may be accessed at (<http://www.depts.ttu.edu/opmanual/OP32.21.pdf>).

TIMING	AWARD	CRITERIA	NOMINATIONS	PROCEDURE
To the Office of the Provost/Senior Vice President for Academic Affairs in the fourth week of November; the deadline for the COE committee is announced annually	Spencer A. Wells Award for Creativity in Teaching (unlimited nominations)	For creativity of the professor's approach to excellent teaching, as attested by students, faculty members, and administrators.	Nominated by faculty	Screening by Honors and Awards Council. Recommendations to the TTU Association of Parents.

The *Barnie E. Rushing, Jr. Faculty Distinguished Research Award* is coordinated by the Office of the Vice President for Research. The award description, deadline, criteria, procedures, nomination form, and the protocol for the award may be accessed at (<http://www.depts.ttu.edu/opmanual/OP32.21.pdf>).

TIMING	AWARD	CRITERIA	NOMINATIONS	PROCEDURE
To the Vice President for Research in the fourth week in November; the deadline for the COE committee is announced annually	Barnie E. Rushing, Jr., Faculty Distinguished Research Award (1)	The excellence of research—publication of the research is important for evaluation	Nominated by faculty	Screening by deans to select one nominee per college, except two for Arts and Sciences. Screening by Research Council and recommendation to the TTU Association of Parents.

The *Faculty Distinguished Leadership Award* is coordinated by the Office of the Provost/Senior Vice President for Academic Affairs. The award description, deadline, criteria, procedures, nomination form, and the protocol for the award may be accessed at (<http://www.depts.ttu.edu/opmanual/OP32.21.pdf>).

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TIMING	AWARD	CRITERIA	NOMINATIONS	PROCEDURE
To the Office of the Provost/Senior Vice President for Academic Affairs in the fourth week in November; the deadline for the COE committee is announced annually.	Faculty Distinguished Leadership Award (unlimited nominations)	For record of outstanding service to the department, college, or university. Granted as merited, not necessarily annually.	Nominated by faculty	Screening by Honors and Awards Council. Recommendations to the TTU Association of Parents.

The *Hemphill-Wells New Professor Excellence in Teaching Award* is coordinated by the Office of the Provost/Senior Vice President for Academic Affairs. The award description, deadline, criteria, procedures, nomination form, and the protocol for the award may be accessed at (<http://www.depts.ttu.edu/opmanual/OP32.21.pdf>).

TIMING	AWARD	CRITERIA	NOMINATIONS	PROCEDURE
To the Office of the Provost/Senior Vice President for Academic Affairs in the fourth week in November; the deadline for the COE committee is announced annually.	Hemphill Wells New Professor Excellence in Teaching Award (unlimited nominations)	For a professor who has been at Texas Tech no more than four years and whose excellence in teaching has been attested by students, faculty, and administrators. Note: the COE faculty member is not eligible if she or he is nominated during her or his fourth year.	Nominated by faculty	Screening by Honors and Awards Council. Recommendations to the TTU Association of Parents.

The *Alumni Association New Faculty Award* is coordinated by the Office of the Provost/Senior Vice President for Academic Affairs. The award description,

deadline, criteria, procedures, nomination form, and the protocol for the award may be accessed at (<http://www.depts.ttu.edu/opmanual/OP32.21.pdf>).

TIMING	AWARD	CRITERIA	NOMINATIONS	PROCEDURE
To the Office of the Provost/Senior Vice President for Academic Affairs in the first week in February; the deadline for the COE committee is announced annually	Alumni Association New Faculty Award (1 per college)	Maximum of four years total as faculty member. Based on student evaluations, innovative teaching activities, initiation of research/creative activities, and interaction with students. Note: the COE faculty member is not eligible if she or he is nominated during her or his fourth year.	Nominated by deans on forms provided by Alumni Association	Deans recommend to the provost/senior vice president for academic affairs, who notifies Alumni Association.

The *Teaching Academy Departmental Excellence in Teaching Award* is coordinated by the Office of the Provost/Senior Vice President for Academic Affairs. The award description, deadline, criteria, procedures, nomination form, and the protocol for the award may be accessed at (<http://www.depts.ttu.edu/opmanual/OP32.21.pdf>).

TIMING	AWARD	CRITERIA	NOMINATIONS	PROCEDURE
To the Office of the Provost/Senior Vice President for Academic Affairs in the first week in February; the deadline for the COE committee is announced	Teaching Academy Departmental Excellence in Teaching Award	Department or comparable academic unit demonstrates existence of a “teaching culture,” which reflects commitment to students, makes teaching a high departmental priority, and	Department submits application for consideration	Selection Committee composed of one Teaching Academy member from each college (two from Arts & Sciences) and two alternates. The provost/senior vice president for academic affairs, in consultation with the Executive Council of the Teaching Academy, will appoint the Selection Committee and alternates.

annually.		facilitates teaching excellence throughout the department.		
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The *Piper Professor Nominations* are coordinated by the Office of the Provost/Senior Vice President for Academic Affairs. The award description, deadline, criteria, procedures, nomination form, and the protocol for the award may be accessed at (<http://www.depts.ttu.edu/opmanual/OP32.21.pdf>). For more details regarding eligibility, criteria, and nominations, access the following Texas site <http://www.window.state.tx.us/scholars/programs/ppnominationform.html>.

TIMING	AWARD	CRITERIA	NOMINATIONS	PROCEDURE
To the Office of the Provost/Senior Vice President for Academic Affairs announces the date each year; the deadline for the COE committee is announced annually.	Piper Professor Nominations (3)	Primarily for teaching and work with undergraduate students.	Nominated through Faculty Senate	Screening by Honors and Awards Council. Provost/senior vice president for academic affairs recommends to the Piper Foundation

College Awards: Criteria, Procedures, and Forms

In addition to nominating COE faculty members for University Awards, the College of Education has a number of awards that are specifically designed to honor professors. These awards are the Adjunct/Part-Time Distinguished Teaching Award, Clinical Faculty Distinguished Service Award, Larry & Kathi Hovey Distinguished Clinician Award, Donald McDonald Excellence in Teaching Award, and Salzburg Global Seminar Award. In addition to these exclusively designated internal awards, the college also provides university-college counterpart

awards. Details for each award—whether an internal or a counterpart—are provided below.

COE Internal Awards

Adjunct/Part-Time Distinguished Teaching Award

The *Adjunct/Part-Time Distinguished Teaching Award* is coordinated by the Office of the Dean, College of Education. The award description, deadline, criteria, procedures, nomination form, and the protocol for the award are provided by the COE Faculty, Staff, and Student Human Resources Committee (FSSHRC). Important details are summarized below.

TIMING	AWARD	CRITERIA	NOMINATIONS	PROCEDURE
The deadline for the COE committee is announced annually	Adjunct teaching	The criteria include pedagogical creativity, understanding of one's field of expertise, working with students outside of class	Nominations may be made by COE faculty and students	The Faculty, Staff, and Student Human Resources Committee examines candidate dossiers and selects a recipient utilizing the specified criteria

Clinical Faculty Distinguished Service Award

The *Clinical Faculty Distinguished Service Award* is coordinated by the Office of the Dean, College of Education. The award description, deadline, criteria, procedures, nomination form, and the protocol for the award are provided by the COE FSSHRC. Important details are summarized below.

TIMING	AWARD	CRITERIA	NOMINATIONS	PROCEDURE
The deadline for the COE committee is announced annually	Distinguished clinical service	The criteria include excellence in collaborating with cooperating teachers and mentoring future teachers	Nominations may be made by COE faculty and students who are engaged in field experiences	The Faculty, Staff, and Student Human Resources Committee examines candidate dossiers and selects a recipient utilizing the specified criteria

Larry & Kathi Hovey Distinguished Clinician Award

The *Larry & Kathi Hovey Distinguished Clinician Award* is coordinated by the Office of the Dean, College of Education. The award description, deadline, criteria, procedures, nomination form, and the protocol for the award are provided by the COE FSSHRC. Important details are summarized below.

TIMING	AWARD	CRITERIA	NOMINATIONS	PROCEDURE
The deadline for the COE committee is announced annually	Hovey Clinician Award	Awardees must be P-12 teachers or administrators who have contributed in significant ways to the growth of COE students during their field experiences.	Nominations may be made by COE faculty, ISD administrators, and COE students engaged in field experiences	The Faculty, Staff, and Student Human Resources Committee examines candidate dossiers and selects a recipient utilizing the specified criteria

Donald McDonald Excellence in Teaching Award

The *Donald McDonald Excellence in Teaching Award* is coordinated by the Office of the Dean, College of Education. The award description, deadline, criteria, procedures, nomination form, and the protocol for the award are provided by the COE FSSHRC. Important details are summarized below.

TIMING	AWARD	CRITERIA	NOMINATIONS	PROCEDURE
The deadline for the COE committee is announced annually	McDonald Teaching Award	COE tenure-track faculty or a TTU graduate or current TTU student teaching in an elementary or junior high PDS (for innovative teaching)	Nominations may be made by COE faculty members, and administrators and teachers in PDS schools	The Faculty, Staff, and Student Human Resources Committee examines candidate dossiers and selects a recipient utilizing the specified criteria

Salzburg Global Seminar Award

The *Salzburg Global Seminar Award* is designed to enable a faculty member to study in an international setting a topic of interest to local and global communities. The annually selected COE Nominee is recommended for a Salzburg Global Fellowship and reviewed by the Salzburg Global Seminar staff for the final phase of the selection process. Past recipients of Salzburg Global Fellowships consist of more than 28,000 people from over 150 countries. The program was first offered in 1947. Recipients of Fellowships are called "Salzburg Global Fellows." Fellows have the advantage of being able to network with other Fellows around the globe. Important details are summarized below. For more information on seminars that are offered, visit <http://www.salzburgseminar.org/2009/index.cfm>.

TIMING	AWARD	CRITERIA	NOMINATIONS	PROCEDURE
The deadline for COE committee is announced annually; an early decision is made by the FSSHR Committee because of the early deadline of the Salzburg staff selection process	Salzburg	Each nominee is evaluated on the bases of their proposal's strength, its relevance to their work, and the potential contribution of their study to the COE	Nominations may be made by COE faculty members	The Faculty, Staff, and Student Human Resources Committee examines candidate dossiers and selects a nominee to recommend for a Salzburg Seminar; final selection is made by the staff of the Salzburg Global Seminar

COE Counterpart Awards

Earlier it was noted that the College of Education makes awards that are counterparts to University awards. That is, nominees for university awards are also honored in the College by receiving a parallel award. These College awards

and their University counterparts are listed below. The recipients of the College awards have their names and dossiers forwarded to the appropriate TTU administrative office for consideration of the appropriate University awards. The dossiers provided by nominees for university awards are used by the FSSHRC to counterpart awards in the college. The same criteria apply for awards whether they are college or university awards. The current list of College Counterpart Awards appears below.

College Counterpart Awards	
College Awards	University Awards
Dean's Academic Achievement Award	President's Academic Achievement Award –COE Nominee
Dean's Excellence in Academic Advising Award	President's Excellence in Academic Advising Award –COE Nominee
Dean's Excellence in Teaching Award	President's Excellence in Teaching Award –COE Nominee
College of Education New Faculty Award	TTU Alumni Association New Faculty Award –COE Nominee
College of Education Award for Creativity in Teaching	Spencer A. Wells Award for Creativity in Teaching –COE Nominee
College of Education Excellence in Undergraduate Teaching Award	Piper Professor –COE Nominee
College of Education Outstanding Researcher Award	Barnie E. Rushing Jr. Faculty Distinguished Research Award –COE Nominee
College of Education Faculty Distinguished Leadership Award	Faculty Distinguished Leadership Award –COE Nominee
College of Education New Professor Excellence in Teaching Award	Hemphill-Wells New Professor Excellence in Teaching Award –COE Nominee
College of Education Distinguished Research Award	Chancellor's Council Distinguished Research Award –COE Nominee
College of Education Distinguished Teaching Award	Chancellor's Council Distinguished Teaching Award –COE Nominee
College of Education Departmental Excellence in Teaching Award	Teaching Academy Departmental Excellence in Teaching Award –COE Nominee

College of Education Faculty Book Award	President's Faculty Book Award –COE Nominee
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A list of prior nominees and recipients of the college and university awards may be found at http://www.educ.ttu.edu/faculty_staff/facultyawards_new.html. Nominees are encouraged to talk with a past nominee or recipient to glean additional relevant information.

Conclusions

The COE Faculty, Staff, and Student Human Resources Committee (FSSHRC) encourages faculty to nominate one or more of their colleagues for the awards noted herein and to consider self-nominations, too. Before nominating a colleague, it is helpful to ask her or him if she or he is willing to accept the nomination and to check the criteria for the award (especially the criteria that specify the number of years, time span, or rank of a person who is eligible for an award, e.g., the Hemphill Wells New Professor Excellence in Teaching Award criterion that states that the award is for a professor who has been at Texas Tech no more than four years; the President's Academic Achievement Award criterion which indicates that a nominee must have at least three years of service at TTU; the Alumni Association New Faculty Award criterion that specifies that the nominee can have no more than four years of teaching at TTU; the President's Faculty Book Award criterion which specifies a particular date of publication; the Larry & Kathi Hovey Distinguished Clinician Award criterion which notes that a nominee must be a P-12 practitioner who works with Texas Tech faculty and students; and the Chancellor's Council Distinguished Research Award criteria which delineate several time-and-rank related requirements (e.g., the nominee has been tenured or in a tenure-track position at TTU for no more than eight years, has held the terminal degree for no more than twelve years and is not a full professor).