

Description of the committee:

Proposed Name: Senate Committee on Faculty University Awards
(SCFUA)

Purpose: To conduct evaluations of nominees for the Distinguished Service Professorship (DSP), Distinguished Teaching Professorship (DTP) and the Chancellor's Award for Excellence in Teaching (EIT).

Formation: It is proposed that this committee be elected by the Faculty Senate and that it should, to the extent possible, be reflective of the composition of the faculty (i.e. with respect to ethnicity, gender, etc.) and balanced with respect to program/department representation. (This requires a By-Laws modification).

Structure:

Core Committee of 9 members, including a student representative, to evaluate candidates for the DSP and DTP. The Core Committee would be composed of senior faculty to include significant representation by persons holding the rank of DSP or DTP, with the remaining members to be faculty at the rank of Professor or Associate Professor and the student. Persons holding the rank of Associate Professor must have a minimum of 12 years of service to the college. The student member should be an upper division student preferably a senior.

Expanded Committee, which includes the Core Committee plus 4 additional faculty at the ranks of Associate and Assistant Professor, to evaluate candidates for the Excellence in Teaching Award. Of the 4 additional faculty, at least 2 to be persons who have themselves received the Excellence in Teaching Award.

The student participant should be selected, as is customary, by the student government, but he/she should be approved by the committee membership after an interview. This is to make sure that there are no potential conflicts of interest or other matters which might affect the student's ability to serve objectively.

Procedures: The following procedural details are recommended. Additional elements of procedure will likely be developed in the future.

1. The nomination and evaluation process should begin in October with a call for nominations from the committee (i.e. prior to, but in anticipation of, the formal invitation to the campus to submit nominees).

2. A detailed checklist of items required by the committee to be included in nominees' files should be sent to each nominee and nominator.

The following items are to be included in the detailed checklist and are required for all nominees for DTP and EIT, although the emphasis on each will vary depending on which award is being sought:

- a. Updated Vita including campus and university service.
- b. Representative Teaching Materials: Syllabi from the last three years, representative exams or projects, representative supplementary materials, print-outs, and special projects.
- c. Student evaluations from at least the last three years.

- d. Grading records for at least the last three years.
- e. Peer review of student evaluations and/or teaching.
- f. Peer letters on curriculum development, team teaching, collaboration etc., if available.
- g. Letters of support from former students (alumni).
- h. External letters of support are encouraged, but only insofar as they relate to the criteria.
- i. Nominator's Evaluation of the candidate, prepared with the participation of the candidate. This must address the following:
 - i. Teaching techniques and innovations/
 - ii. Instructional policy/grading and motivating students. How are seriousness and high expectations encouraged?
 - iii. A record of inspiring and motivating students. (Indicate the achievements of graduates.)
 - iv. Special projects and involvements with students or groups; accessibility to students.
 - v. How scholarship relates to teaching.

The following items are to be included in the detailed checklist and are required for all nominees for DSP:

- a. Updated Vita Statement as described in SUNY guidelines.
- b. Nominator's Evaluation of the candidate, prepared with the participation of the candidate. This must address the following:
 - i. Candidate's service to the campus
 - ii. Candidate's service to the University
 - iii. Candidate's service to the community
 - iv. Candidate's service to the State of New York
 - v. Candidate's service to the nation
 - vi. List of the candidate's most outstanding qualifications.
 - vii. List of the candidate's major achievements.

3. Draft summary statements on all nominees will be prepared by at least two members of the committee. Assignments to prepare these draft statements should be made at random. These drafts would be read to the full committee for discussion and modification prior to a later meeting where a vote would be held. This procedure helps to focus on the strengths and weaknesses of each candidate and insures a better documented record of the committee's deliberations. The draft summary statement of the candidate who prevails in the vote then becomes the basis for the final summary statement which is required by the SUNY guidelines. Statements on candidates not selected can be made available to them for use in preparing for a re-nomination in subsequent year.

Conflict of Interest and Confidentiality:

1. Faculty should not serve on the SCFUA in a year in which a member of their program/department will be a nominee for an award, and must withdraw from the committee in the event that such a nominee enters the process.

2. Faculty should not serve on the SCFUA in a year in which a colleague with whom one has a close personal or professional relationship will be a nominee for an award, and must withdraw from the committee in the event that such a nominee enters the process.

3. Students should not serve on the SCFUA in a year in which a faculty member in their major program/department will be a nominee for an award, and must withdraw from the committee in the event that such a nominee enters the process.

4. Students should not serve on the SCFUA in a year in which the student is, or is likely to be, a student in a class taught by a faculty member who is nominated for an award, and must withdraw from the committee in the event that such a nominee enters the process.

5. The proceedings of the committee being strictly confidential, there should be no discussion or direct contact between committee members and the nominee regarding his/her candidacy. Any necessary communication with the nominee must be through the intermediacy of the nominator. Committee members should not discuss the committee's deliberations with anyone not on the committee.

Revised: April 23, 1993