**COLLEGE OF ARTS AND SCIENCES**

**FACULTY AWARDS**

The criteria, nomination and selection processes for university faculty awards for excellence in teaching, research and service are described in the Faculty Handbook. Each college may nominate a faculty member to receive each of the three university-wide awards, although provision is made for larger colleges to nominate one faculty member for every 50 full-time faculty members in that college.

The College of Arts and Sciences also makes a number of awards each year, the recipients of the college teaching, research, and service awards normally being nominated by the college for the corresponding ETSU award. College awards are as follows:

Teaching Award one award each year of $1,500

Research Award one award each year of $1,500

Service Award one award each year of $1,500

New Faculty Award one award each year of $1,000

Lecturer Award one award each year of $1,000

Adjunct Faculty Award one award each year of $1,000

Criteria for the three university awards, taken from the Faculty Handbook, are provided at the end of this document. A faculty member may receive each university award only once. This restriction does not apply to college awards, but the recipient of a college award may not be nominated for the same award again within the next five years.

Nominations for college awards should consist, at a minimum, of the following:

Teaching Award

A letter of nomination; a letter of support from the department chair; a CV that emphasizes teaching contributions; peer reviews of teaching from the past three years; student assessments of instruction, including comments, for the past two years (a minimum of five courses); and letters of support from students. Further supporting letters may be included.

Research Award

A letter of nomination; a letter of support from the department chair; a CV that emphasizes research contributions; and letters of support from colleagues in the research field.

Service Award

A letter of nomination; a letter of support from the department chair; a CV that emphasizes service contributions; and letters of support from committee chairs and others who can comment on the effectiveness of the nominee’s service contributions.

New Faculty Award

This award is made to a tenure-track faculty member, usually in his/her fourth or fifth year at ETSU, to recognize superior all-round performance and is based on contributions made while at ETSU in all three areas of teaching, research/scholarship/creative activity, and service. The nomination package should include:

A letter of nomination; a letter of support from the department chair; a CV that emphasizes contributions in teaching, research, and service since joining ETSU; and further supporting letters.

Lecturer Award

This award is made to recognize the work of the many lecturers in the college. The award is made primarily to recognize superior work in the area of instruction, as based on student and faculty evaluations, but activities including student advising, student recruiting, and other service to their department may also be considered. The nomination package should include:

A letter of nomination; a letter of support from the department chair; a CV that emphasizes primarily teaching contributions at ETSU; and further supporting letters.

Adjunct Faculty Award

This award is made to recognize the work of the many part-time faculty who make invaluable contributions to teaching in the college. The award will recognize superior work in the area of instruction, as based on student and faculty evaluations. The nomination package should include:

A letter of nomination; a letter of support from the department chair; a CV that emphasizes primarily teaching contributions at ETSU; and further supporting letters.

Nominations for all college-level awards are due each year no later than the Friday of the first week in March. They should be submitted electronically, as a single package, to the college office. They are reviewed by the College Awards Committee which makes recommendations to the dean. Nominations for college awards may be made by faculty members, students, or alumni.

Members of the College Awards Committee are not eligible to be nominated during their term on the committee, nor should they nominate or write a supporting letter for a colleague.

Criteria for university awards (taken from the Faculty Handbook):

Teaching

Areas of documentation may include such things as: quality of presentation in classroom or field; command of subject matter; development and use of innovative methods; student's achievement; ability to motivate students; peer evaluation; student evaluation; current and professional development; advising, tutoring, direction of theses and dissertations, and other forms of assisting students; textbooks or other published instructional materials indicative of teaching effectiveness; design or revision of courses, curricula, and materials; management of instructional programs or components. The nomination should address the nominee’s teaching evaluations, both by students and his/her peers.

Research/Scholarship/Creative Activity

Documentation for this award should include: a brief description (approximately 1 page) of the research/scholarship/creative activity in non-technical language; full bibliographic information for publications, presentations, exhibitions, or creative activity that resulted from the work; if applicable, copies of all publications stemming from ETSU that apply to the work; information for all grants and contracts that apply to the work; if available, communications from experts in the field who have reviewed the work.

Service

Documentation should focus on the nature of the faculty member's contribution, its quality, its impact, its relation to the general welfare of the university, and its effect on the university community. The types of documentation for this award are expected to vary greatly, but they must adhere to the criteria below in regards to the amount of documentation allowed.

September 2010

Revised May 2013

Further revised July 2015

Further revised October 2017