

Faculty Awards and Procedures for the Awards Committees (April 7, 2016)

INTRODUCTORY NOTES

The department recognizes that the various departmental, college, and university awards are quite important. For the faculty member, they carry honor and may be useful career-wise. Some of the awards include a substantial cash payment. Even nomination can be valuable. For the department, the awards signal the value we ascribe to various types of professional accomplishments and provide the opportunity to publicize those accomplishments to relevant audiences. For these reasons, the work of the awards committees is valuable. It is also work that requires diverse skills, including effective writing, scheduling, coordination of inputs, and professional assessments.

To avoid committee overload and to encourage excellent committee work, we have decided to divide this area between two awards committees, one for undergraduate teaching awards, the second for other awards. Both committees consist of a chair and two members appointed by the Department Head. Members serve 2-year, renewable, staggered terms. When possible, each committee includes at least one person previously recognized by one of the awards in the committee's purview. This person's experience and expertise should help in the selection of nominees and preparation of nominations.

The awards committees make recommendations to the department head, but the committees can assume that in almost all cases, their recommendations will be accepted. The nomination should be signed by the department head, unless the body to which the nomination is made requires the departmental committee chair's signature. The person signing the nomination letter, generally the head, takes responsibility for its delivery.

Required content and format of the nomination are detailed in one of the university or college web sites listed below and/or in a memo originating with the university or college office leading the selection.

Nominees are asked to take on substantial parts of the preparation of their nominations by writing a draft of the nomination narrative or letter if they want to or by providing bulleted input to the committee. The nominee is expected to provide the committee much of the material to accompany the nomination.

When the committee is considering more than one person from whom to select the department's nominee, the committee's work is extended. A two-stage process of this sort makes the process more complicated and requires extra attention to timeliness on the committee's and the nominee's part.

Helpful web sites include:

<https://ofd.ncsu.edu/awards-and-recognition/outstanding-teacher/> [includes eligibility and nomination requirements]

<https://ofd.ncsu.edu/awards-and-recognition/faculty-awards-overview/>

https://ofd.ncsu.edu/wordpress/wp-content/uploads/2015/08/OT_recipients_master.pdf [teaching award recipients]

<https://oe.ncsu.edu/fase/awards-and-grants/outstanding-extension-service-awards/>

<https://research.ncsu.edu/for-industry-partners/award-winning-faculty/research-academy/>

http://www.chass.ncsu.edu/faculty_staff_resources/awards/

<http://news.chass.ncsu.edu/?s=faculty+awards>

UNDERGRADUATE TEACHING AWARDS

There is a logical progression among teaching awards in the department and the university. Specifically: Gary D. Hill Award → Outstanding Teacher Award → Alumni Distinguished Undergraduate Professor Award.

Indeed, Alumni Distinguished Undergraduate Professors must have previously been designated as Outstanding Teachers. Though not a hard and fast rule, it is logical that departmental nominees for the Outstanding Teacher Award should generally be chosen from among those already recognized at the department level with the Gary D. Hill Teaching Excellence Award.

Gary D. Hill Teaching Excellence Award

The Gary D. Hill Award is a departmental award, so the awards committee selects the faculty member to receive the award, subject, as always, to the approval of the department head. The department's rules governing this award are no longer posted in our Policies and Procedures, but are reproduced at the end of this document (Appendix). The following language includes some change from the original language; the changes are *italicized*.

The selection is from among tenured or tenure-track faculty members who have not received the award in the previous three years and have taught at least two undergraduate courses (400 level or below) in the preceding spring and fall semesters with at least 50 undergraduate students among these courses. The decision is based primarily on teaching evaluation scores from the previous year. The award recipient is determined at the end of the spring semester and is recognized at the departmental graduation ceremony each year. Given that student evaluations are not available for the spring semester at that point, the computation is based primarily on teaching evaluations from the previous two semesters – the previous spring and fall. The award recipient will generally be the individual who is eligible and who has received the highest average of the two overall item averages (i.e., instructor, course) across all undergraduate Sociology and Anthropology courses (400 level or below). The departmental undergraduate teaching awards committee requests any faculty members who want to be considered for the award to furnish their data on these two items for the relevant semesters to the committee. In addition, the committee also receives nominations for the award, which it passes on to the nominee. Sometimes, the result of the computation is a tie or a virtual tie. In such cases, the committee may request the faculty members to provide all student comments received in the course evaluations for the previous spring and fall semesters, and the committee may use these comments as the basis of its decision.

Time points: The committee requests submissions of data and of nominations in January, once course evaluation data from the previous fall semester are available. It passes on nominations as soon as possible. The committee should reach its decision by mid-April, so the name of the person selected can be inscribed on the plaque to be presented at the departmental graduation ceremony in early May.

Current faculty members who have won this award and the year(s) of their award (indicated AOT if member of Academy of Outstanding Teachers with year of selection):

Ginnie Aldigé (1996)

Maxine Atkinson (1999) (AOT 2004-05)

Patty McCall (2000) (AOT 2000-01)

Tim Wallace (2001)
Stacy De Coster (2003, 2007)
Michael Schwalbe (2005)
Troy Case (2006, 2011) (AOT 2008-09)
Martha Crowley (2008) (AOT 2011-12)
Sinnika Elliott (2012)
John Millhauser (2013)

Outstanding Teacher Award

The Outstanding Teacher Award recognizes excellence in teaching at all levels. Faculty must be recognized as an Outstanding Teacher before they can receive the Board of Governors Award for Excellence in Teaching or the Alumni Distinguished Undergraduate Professor Award. Upon being selected as an Outstanding Teacher, recipients become members of the Academy of Outstanding Teachers for as long as they are NC State faculty members. Recognition is given at commencement, the Honors Baccalaureate and Celebration of Academic Excellence, and the Celebration of Teaching and Learning. Outstanding Teacher Award recipients are reviewed by the Senior Class Council and seven are selected for a cash award.

Departmental Information:

Students and faculty can nominate an individual for the Outstanding Teacher Award. There is an online site for so doing. Moreover, the committee should solicit nominations from faculty and students early in the fall semester. We have not often received nominations via the online system in the recent past. As such, the awards committee has initiated nominations on its own, generally from among the past recipients of the Gary D. Hill Award. There are several individuals who have received the Gary D. Hill Award and have not yet received an Outstanding Teacher Award at the college level or university. This leaves a pool from which to draw candidates for this award. A past committee has suggested obtaining recent teaching evaluation scores from those whose appropriateness for this award is indicated by their receipt of the Gary D. Hill Award and considering nominating the one/those with the highest evaluation(s).

Requirements of the Nominee: Once the committee has selected the department's nominee(s), the nominee(s) will provide names and contact information of students for the Committee to contact for letters of reference and must also provide a teaching philosophy, course evaluation statistics and comments, course materials to be included in the nomination packet, a current vitae, and peer reviews of their teaching. The nominee(s) is (are) asked to write a draft of the nomination letter or to provide bullet points or rough language the committee may find useful in fashioning its nomination letter.

Requirements of the Committee: The committee must contact students in a timely fashion to obtain letters of recommendation for the faculty nominee. If a student has made the nomination, the student should be asked for a letter of support. The committee must also write/finalize the letter of nomination for the candidate. The committee will compile the final packet and deliver it to the head, who will review, sign, and deliver the packet to the college.

Note to Departmental Committee: Even if the call for nominations neglects to mention the requirement of a teaching philosophy, it is important to include it as a part of the course materials. The CHASS committee to which we submit our nominations uses the teaching philosophy as an additional piece of information even if it not required by the university committee.

Time points: Each year the college sends out the list of deadlines for awards. College nominations for this award are usually due to the university in mid-January, and the college requires the nominations earlier, in the past by early December, so the departmental committee must decide who to nominate by the beginning of October, receive input from the nominee by mid-October and do the bulk of its work by mid-November.

Alumni Distinguished Undergraduate Professor Award

This award, coordinated by the Office of the Provost, is one of the most prestigious undergraduate awards given on campus. Only members of the Academy of Outstanding Teachers are eligible. Six recipients become Alumni Distinguished Undergraduate Professors, and retain that title while serving as members of the NC State faculty. A substantial monetary award is presented to each recipient at the Alumni Dinner. Recognition of the award recipients is given at commencement and at a campus recognition ceremony.

Departmental Information:

The committee is restricted to members of the Academy of Outstanding Teachers in selecting its nominee. Typically, these members will also have received the department's Gary D. Hill Teaching Excellence Award.

Requirements of the Nominee: The nominee must provide names and contact information of students for the Awards Committee to request letters of reference and must also provide a teaching philosophy, course evaluation statistics and comments, course materials to be included in the nomination packet, descriptions of any contributions to curriculum or program development, a current vitae, and peer reviews of their teaching. The nominee is asked to write or contribute rough language or bullet points for the first draft of the letter of nomination.

Requirements of the Committee: The committee must contact students in a timely fashion to obtain letters of recommendation for the faculty nominee. The committee also finalizes the letter of nomination for the candidate. The committee will compile the packet and deliver it to the head, who will review, sign, and convey the packet to the college.

Note to Departmental Committee: Even if the call for nominations neglects to mention the requirement of a teaching philosophy, it is important to include it as a part of the course materials. The CHASS committee to which we submit our nominations uses the teaching philosophy as an additional piece of information even if it not required by the university committee.

Time points: Each year the college sends out the list of deadlines for awards. College nominations are usually due to the university in mid-January, and the college requires the nominations earlier, in the past by early December. so the departmental committee must decide who to nominate by the beginning of October, receive input from the nominee by mid-October and do the bulk of its work by mid-November.

Board of Governors Award for Excellence in Teaching

This award, coordinated by the Office of the Provost, is the most prestigious award given to faculty for teaching excellence. The Board of Governors' Award for Excellence in Teaching was established in 1993 to underscore the importance of teaching and to encourage, identify, recognize, reward, and support good teaching within the university. Eligibility requirements include membership in the university

Academy of Outstanding Teachers (i.e., previous selection as an Outstanding Teacher) and a current teaching assignment.

Nominees for the Board of Governors' Award for Excellence in Teaching will remain in the pool of nominees for consideration for a total of three years. If they are not successful in the first year they are nominated, they will be considered in the next 2 years. Candidates in the pool are welcome to update their submissions, although it is not required. If the faculty member or college does not want the nomination to remain in the pool for three years, the nomination can be withdrawn after year 1 or 2 and the college can nominate a new candidate. After three years, if the nominee has not yet been chosen for the award, the college can either re-nominate the candidate or nominate a new candidate.

A cash award is made to each college nominee. All recipients are recognized at an awards ceremony in the spring. A large cash award is awarded to the university recipient. The university recipient is recognized at the Board of Governors Luncheon and publicized in news media. UNC General Administration is notified of the recipient by the chancellor.

Departmental Information:

The departmental nomination is a two-page letter and a two-page vita. (The college nomination to the university is a much more involved portfolio.) The department's nominee is asked to prepare drafts of the each two page document for the committee to finalize. The committee finalizes the packet and gives it to the head, who reviews, signs, and delivers the packet to the college.

Time points: College nominations are usually due to the university in December. The college requires nominations from the department earlier in the fall. This means identification of a departmental nominee should take place at the start of the academic year and the nominee's brief documentation needs to be in the committee's hands by the end of September.

OTHER THAN UNDERGRADUATE TEACHING AWARDS

College of Humanities and Social Sciences Outstanding Junior Faculty Award:

The Outstanding Junior Faculty Award recognizes outstanding work in the area of research, teaching and service.

Departmental Information:

The Awards Committee will inform the faculty when it is time to consider nominations for the Outstanding Junior Faculty Award. The Committee will accept nominations for this award from Associate and Full Professors (including nominations from committee members). Nominees should be past their third-year review and are to be judged primarily on research productivity -- including evidence of a coherent research agenda, publication productivity and quality, presentations, and other markers of excellent research productivity. In addition, the candidate's teaching evaluation scores and contributions to the Departmental, College, and University teaching mission are to be considered.

Requirements of the junior faculty members who have been nominated and wish to be considered by the committee: provide the committee with his/her third year review packet, annual activity reports for each year s/he has been in the Department, and a current vitae. If the person chosen as the departmental nominee wants to, he/she writes the first draft of a narrative of his/her research, teaching

and service that is consistent with college requirements. (Some of this narrative can be culled from what the candidate has written about his/her research agenda and contributions in the third year review file.) If the person chosen does not want to write the first draft, he/she provides rough language or bullet points to the committee.

Requirements of the Committee: On the basis of the submissions required of anyone wishing to be considered, the committee will decide which nominee to put forward to the college. The committee will use a draft written by or bulleted input from the nominee to write a letter of recommendation and complete the narrative for submission to the college. The committee will compile the final packet and forward it to the head to be reviewed, signed, and delivered to the College.

Time points: The college requires nominations be submitted in the spring, usually in mid-March. This means the committee must do its work in readying the packet in February. By extension, original nominations of junior faculty members to be considered by the committee must be made by senior faculty in the fall, usually in early November and junior faculty members wishing to be considered by the committee must make their initial submission to committee by the end of the fall semester. The committee needs to make its choice of who to nominate by mid-January, and the person it will nominate usually needs to ready his/her draft narrative or other input by the end of January.

Alumni Association Distinguished Graduate Professor Award

The Alumni Association Distinguished Graduate Professorship recognizes outstanding graduate-level teaching at North Carolina State University. The award carries a substantial one-year cash allocation. All members of the graduate faculty are eligible for nomination. Nominations are submitted through the college.

Nomination packets should contain the following:

1. Letter of recommendation supporting the College selection (maximum of 3 pages)
2. Current vita
3. Letters of reference (may be from colleagues, former students, current students) (maximum of 5)

And may include:

1. Significant scholarly contributions in the area of graduate teaching effort (books, articles, works coauthored with students) (maximum of 5)
2. Direct evidence of significant contributions of nominee's students (maximum of 5 pages)
3. Curricular contributions (development of courses and curricula, courses taught, significant participation in courses at other universities, significant contributions to interdisciplinary efforts, etc.) (maximum of 5 pages)

Departmental Information:

The Awards Committee will inform the faculty and graduate students when it is time to consider nominations for the Alumni Association Distinguished Graduate Professor Award. The Committee will accept nominations from graduate students and from faculty of all ranks (including nominations from committee members). Nominations should focus on the quality and value of the faculty member's graduate teaching and mentoring and contributions to the graduate program/curriculum. Nominations should give specific examples and evidence. On the basis of the nominations it receives and focusing on the criteria and domains listed above, the committee will determine which nominee to put forward to the college.

Requirements of the Nominee: The nominee to be put forward must provide the committee with his/her current vitae and a list of all graduate mentees, including a short list of mentees to contact for letters of recommendation, along with their contact information. (These can be current students or students who have graduated and gone on to success). The nominee to be put forward will also write the first draft of the narrative of his/her contribution and provide a list of publications from the nominee's past and present students (this can be done by asking students for their publications or through the use of such tools as Google Scholar). The nominee may also draft the letter of nomination.

Requirements of the Committee: The committee must solicit nominations and identify the person to put forward, contact students in a timely fashion to obtain letters of recommendation for the faculty nominee. The committee must also write or complete the letter of nomination for the candidate and complete the narrative of the candidate's contribution. The committee will compile the packet and deliver it to the head, who will review, sign, and convey the packet to the College.

Time points: The university requires college nominations by mid-February, so the college requires departmental nominations by mid-January. This means the departmental committee should request nominations in September, identify the faculty member to put forward in early October, receive materials from the nominee by late October, solicit student letters early in November, and do the bulk of its work before the end of the fall semester.

CHASS Outstanding Extension Service Award

Purpose

These awards are to encourage and recognize outstanding extension, engagement, and economic development activities by faculty and EPA employees of NC State University. They are directly parallel in intent to the University's Outstanding Teaching Awards and, therefore, are not intended to recognize personal activities unrelated to the individual's work area or University sponsored programs; i.e., civic, church or charitable work.

Evaluation Period

The period for evaluation of achievements is the preceding five calendar years.

Persons Eligible

Any full-time faculty or EPA employee of the University is eligible except school deans or the top extension administrator of a college, school, or division who devotes substantial time to extension, engagement, and economic development duties/activities. Faculty or EPA personnel whose primary responsibility is teaching, research or the execution of extension work, as well as academic department heads, are eligible.

Departmental Information:

The Awards Committee will inform the faculty when it is time to consider nominations for the Outstanding Extensions Service Award. The Committee will accept nominations from faculty of all ranks (including nominations from committee members). Nominators should focus on their nominees' extension, applied, and public service work, dissemination of knowledge related to this work (journal publications, presentations, reports, workshops, and so on), grants, collaborations, and the impact of such work. The Committee will review these nominees to choose a nominee to put forward, focusing primarily on these same criteria. The committee may request additional information from nominees, as it sees fit.

Requirements of the Nominee: The nominee to be put forward must provide the committee with his/her current vitae and annual activity reports for the past five years and write the first draft of the nomination narrative, drawing on recent Faculty Activity Reports. They may also write a draft of the nomination letter.

Requirements of the Committee: The committee will write or complete the letter of nomination for the candidate and complete the narrative of the candidate's contributions. The committee will compile the final packet and deliver it to the head, who will review, sign, and convey the packet to the College.

Time points: The university's deadline for college submissions is early in March, so the college's deadline for departmental nominations is mid-January. To meet this deadline, the department needs initial nominations by the beginning of October, will make its decision on who to put forward by the end of October, must receive the required input from this nominee by mid-November, and will do its work largely by the end of the fall semester.

Alumni Association Outstanding Research Award

This university award recognizes three faculty members' excellence in research in the previous year (July-June). (A person can win more than one year; however, not more than once in a 10-year period.) The award carries a substantial cash payment.

Departmental Information:

The Awards Committee will solicit nominations, including self-nominations and nominations by committee members. The committee will ask nominees to provide a list of their article publications from the previous year (July-June) and book publications from the previous three years. The Committee will review the contributions of the faculty members and decide upon a nominee to put forward.

Requirements of the Nominee: The nominee to be put forward must provide the committee with a list of publications from the previous year, a current vitae, his/her annual activity report from the previous year, a first draft of the nomination letter that justifies the nomination, and the names of at least five references, three of whom may not be associated with the University, plus their contact information.

Requirements of the Committee: The committee must complete the letter of nomination detailing the nominee's research contribution. The committee will also solicit the letters of reference and compile the final packet for the head's review, signature, and delivery to the College.

Time points: College nominations to the university are due at the end of February, and departmental nominations to the college are due in mid-February. This means that the committee must complete its work in January. Initial nominations to the committee need to be submitted in early October, allowing the committee to select a nominee to put forward in late October, and the nominee selected to pull together materials by Thanksgiving.

Appendix

The following language used to appear, but no longer appears in the department's Policies and Procedures. It states the rules that have been used up to this point in selecting the recipient of the Gary D. Hill Teaching Excellence Award.

7.3s Undergraduate Teaching Award

The Department offers an undergraduate teaching award to recognize and promote excellence in undergraduate teaching and making a significant contribution to the teaching component of the department.

Eligibility

- Use the calendar year (i.e. preceding Fall and Spring semester) for an award to be offered in the spring (at May graduation). For example, for May 1997, refer to the spring and fall 1996 semesters.
- Faculty members must have taught two undergraduate classes (400 level or below) in the calendar year.
- Faculty members must have taught a minimum of seventy-five (75) undergraduate students during that calendar year.
- Summer school courses do NOT count.

Candidacy

- Each semester, there is a print-out summary by teacher of the results of class evaluations. This summary is a total of the raw scores of all student evaluations. With these summaries, calculate a mean for each class for all items on the departmental student evaluation instrument. Then, an average of the means for all undergraduate classes will be derived.
- The top 25% of these faculty are candidates for the award that calendar year.

Selection

- Of the top 25%, whoever has the highest average will receive the award.
- If a tie occurs, whoever has the highest average using raw scores for item 17 or its equivalent on the departmental evaluation instrument will receive the award. This item concerns overall teaching performance.
- A faculty member may receive this award no more than once every three years.