

## CNAS Awards Policy

V4 Updated Fall 2014

**Overview:** *CNAS annual awards will include a certificate and recognition at the awards assembly.*

Awards include:

- The Atwood Faculty Research and Teaching Award: Criteria – academic performance, significant publications and potential to positively influence student lives.
- CNAS Excellence in Teaching Award (Faculty and Instructors; up to 5 total)
- CNAS Excellence in Research Faculty Award (up to 3 total)
- CNAS Excellence in Service Faculty Award (up to 3 total)
- CNAS Excellence in Service Instructor Award (up to 3 total)
- CNAS Excellence Award for Staff and Administrative/Executive Assistants (up to 3 total)
- CNAS Student-selected Faculty Award (student nominated and selected)

The College Committee will review all nominations and select one award winner for the Atwood Faculty Research and Teaching Award and award winners for excellence awards. CNAS faculty and staff include (as of 11/04/14):

93 full-time ranked faculty

24 instructors and senior instructors

29 staff

11 academic administrators—department heads, associate deans, dean

**Eligibility:** All CNAS Faculty and staff employed by Missouri State University are eligible for the proposed awards. Past award winners may not be nominated for the same award for the following two years. All award winners are posted at <http://science.missouristate.edu/facultystaffawards.htm>

**Nominations:** Departmental faculty personnel committees should be the nominating body, other than departments head, as described below. Nominations may include accomplishments accrued over the previous two years.

Departmental faculty personnel committees may nominate up to two ranked faculty for each of the following awards—CNAS Excellence in Teaching, CNAS Excellence in Research, and CNAS Excellence in Service.

Department faculty personnel committees may nominate up to 20% of total instructors in the department or one instructor (whichever is greater) for each award for instructors.

Departmental faculty personnel committees may nominate one faculty member for the Atwood Faculty Research and Teaching Award.

Department heads may nominate one additional faculty member and one additional instructor per category.

Department heads may nominate staff based on outstanding ADP evaluations - each department head may nominate one. Faculty and staff may also nominate a staff member for outstanding work on a specific project.

Students will be given the opportunity to nominate faculty for CNAS Student-Faculty Awards. Nominations will be due by March 24, 2015 and a student committee will make recommendations for award winners.

**Application Nomination Materials:** Nomination applications should consist of an introductory statement, consisting of a few sentences describing why the individual was nominated, and then a bulleted list of accomplishments related to and supporting the nomination. Annual review(s) for the year (two if for accrued accomplishments) should also be included. Documentation is to be submitted electronically in either Word or PDF format.

**Important Dates: All nominations are due to the Deans office at days end on March 24, 2015.**

The CNAS awards committee will make recommendations to the dean by April 15, 2015 for awards to be announced at an award ceremony which will be held annually in the spring.

**CNAS Awards Committees:**

Student Committee – A subset of the current student advisory group.

Faculty Committee – Will be made up of award winners over the previous two years, with some members serving both years for continuity.

2015 CNAS Faculty & Staff reception, 4:00 PM, April 27, Temple Hall 001