

## CNAS Awards Policy

V5 Updated Fall 2015

**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 6 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 2 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 10/28/15):

94 full-time ranked faculty

25 instructors and senior instructors

30 staff

12 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 should include accomplishments accrued over the previous two years and examples of what to include in the nomination letters are included at the end of this policy.

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 25, 2016 and a student committee will make recommendations for

award winners.

**Application Nomination Materials:** Nominations (electronic only) should consist of an introductory statement, consisting of a few sentences describing why the individual was nominated, and then a bullet formatted list of accomplishments related to and supporting the nomination. Documentation is to be submitted electronically in either Word or PDF format. Examples of items to include in the bulleted list are listed below. Nominations must include a copy of the faculty member's annual review(s) for the year (two if for accrued accomplishments) that will be stored electronically in a password protected site.

**Important Dates: All nominations are due to the Deans office on March 25, 2016.**

The CNAS awards committee will make recommendations to the Dean by April 15, 2016 for awards to be announced at an award ceremony which will be held annually in the spring. (April 27, 2016)

**CNAS Awards Committees:**

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

Faculty Committee – Will be made up of faculty and staff, with some members serving two years for continuity. If a committee member is nominated for an award the committee member will not participate in the selection of the given award.

**2016 CNAS Faculty & Staff Reception, 4:00 PM, April 27, Temple Hall 001**

Examples of items to be listed in the nomination materials:

**Teaching**

- Student evaluation scores: Averages and range
- # undergraduate research students—paid and unpaid
- # graduate research students primary advisor
- # graduate students – committee member only (not primary advisor)
- Teaching/advising workshops attended: name each
- Substantial revision of courses: name each
- New courses developed: name each
- # CNAS Undergraduate Research Day presentations
- # Graduate Interdisciplinary Forum presentations
- List any teaching awards
- # of Advisees
- Special teaching activities that do not fit the list above such as: preparing students for contests, scheduling extra make up labs, leading study groups or help session, taking students to conferences (not to present research as that should count under research), and leading field trips.
- Other (The above items are only suggestions. Please feel free to add accomplishments to teaching that you think apply.)

**Research**

- # peer-reviewed journal articles published: give international, national, regional, state designations and the full title of article and journal (year, volume, pages too)
  - Please designate student co-authors
- # technical reports submitted (e.g., for contract or government work)

- Please designate who received the report
- # internal grants submitted/funded
- # external grant proposals submitted/funded (indicate \$ amount funded)
- # conference presentations: give international, national, regional, state designations
  - Please designate all student co-authors and presenters
- # invited research seminar presentations and where the presentations occurred
- List any research awards
- Other

## **Service**

- Departmental Service
- College Service
- University Service
- Professional Service to your discipline
- Service to the community as it applies to your discipline
  - In all cases list examples that show that this nominee is deserving of a service award.
- Other