

# MSU FOUNDATION AWARDS FOR EXCELLENCE IN TEACHING, RESEARCH, AND SERVICE GUIDELINES – 2014 - 2015

## *Introduction*

The Foundation Awards for Excellence in Teaching, Research, and Service are intended to recognize full-time faculty who demonstrate evidence of significant accomplishments. Faculty members may be nominated or may apply for the Foundation Awards, which are funded by the Missouri State University Foundation. There is no limit on the number of times an individual faculty member may receive an award; however, individuals may not receive an award in the same category (e.g., research, teaching, and service) until the third year following the receipt of an award. Foundation Awards are based upon the individual faculty member's achievements since receiving his/her last Foundation Award in that category. Achievements prior to employment at MSU will not be considered in determining awards.

Foundation Awards are presented annually to full-time faculty members in recognition of excellence in the areas of teaching, research and/or creative expression and service. Six Foundation Awards will be presented for the 2014-2015 academic year and each recipient will receive a \$3,600 award funded by the Foundation. The Board of Governors approves each individual award in the form of a salary authorization.

Awards are offered at the end of each academic year with the commitment that recipients be available for consultation during the following academic year. If a recipient leaves the University prior to the following academic year, s/he is not eligible to receive the monetary portion of the award. If a recipient leaves the University and is not eligible for monetary remuneration, the amount of the award will be added to the budget of the faculty member's department for the purpose of supporting that department's professional development activities. Faculty members receiving and accepting awards will be asked to complete an abstract (template to be provided by the Provost Office). The abstracts will be compiled to share the expertise of recipients with others on campus. Abstracts must be submitted to the Office of the Provost prior to the faculty member's receipt of the monetary portion of the award.

Only ranked faculty with tenure who have a minimum of three years of service at Missouri State are eligible to serve on the Foundation Awards Committee. Each member will serve a term of two years with half of the committee membership staggering their term of service so that half of the committee will rotate each year. Members may be elected to serve two consecutive terms however cannot serve a third term without stepping off the committee for a rotation. Department Heads and College Deans are not eligible for membership on this committee. Additionally, members of the Foundation Awards Committee may not apply for or receive a Foundation Award. All Foundation Awards are subject to final approval by the Provost and the President.

## *Qualities of Excellence*

Foundation Awards will be given to scholars for teaching, research and/or creative expression, and service. These traditional tripartite faculty responsibilities represent not separate but integrated and complementary activities. The descriptions below are guides in determining what constitutes excellence in academic scholarship and performance.

**Teaching:** An extraordinary record in teaching will include evidence of treating students fairly and as unique individuals, developing equitable evaluations that accurately reflect student learning, and maintaining high performance expectations and academic integrity. Evidence of an extraordinary record in teaching will typically include, but not be limited to:

- Required: a one page summary of student evaluations for all statistically-evaluated courses for the past five years. If you have been a faculty member at MSU for less than five years, consider evaluations for the length of time you have been at the University. The summary should include norms, means, and description, or a clear explanation of how evaluations are conducted in the

applicant's department. Include an analysis of work load including graduate/undergraduate teaching assignments, and number of students taught for the previous five-year period.

- Other evidence of teaching effectiveness (e.g., student performance and peer review of teaching) that indicates he/she has engaged in activities such as:
  - fostering and modeling civic discourse, intellectual curiosity
  - lifelong learning and openness to diverse ideas
  - promoting and reinforcing critical thinking and active student involvement in the learning process
  - advising and mentoring students in a proactive, empathetic fashion
  - collaborating with other faculty, staff, administrators, and the public to minimize barriers to learning
  - obtaining funding for support of teaching and learning innovations
  - integrating technology
  - mentoring student research.

The Committee will also consider evidence of teaching scholarship, including scholarly presentations on campus or in the community; designing and refining media of expression; assessing effectiveness of new learning technologies; publishing ancillary text materials to accompany published textbooks; and compiling and disseminating custom texts or reading packages for classes.

**Research:** Research takes many forms. Using the classification of Ernest Boyer in *Scholarship Reconsidered*, these forms include original research or creative expression (scholarship of discovery); review and integration of prior research (scholarship of integration); application of current knowledge and innovations to important practices (scholarship of application); and dialectical engagement of students in the process of inquiry and discovery (scholarship of teaching). Evidence of an extraordinary record in research will typically include but not be limited to:

- an analysis of work load including graduate/undergraduate teaching assignments, and number of students taught for the previous five-year period
- high quality scholarly monographs or books that advance understanding
- original research findings published in scholarly journals. Publications must be designated as refereed and non-refereed
- a record of mentoring student research
- original artistic expressions
- presentations of original research findings
- published textbooks summarizing existing research
- published professional or applied research journal articles
- presentations of exhibits or performances (*these should be designated as juried and non-juried*)
- published literature reviews or position papers
- presentations of integrative or applied research
- grants or other funding for support of research/creative activity

**Service:** An extraordinary service record will include evidence of involvement in the University's governance process through committees and other mechanisms of shared governance and service to professional associations. It will typically include but not be limited to:

- Required: an analysis of work load including graduate/undergraduate teaching assignments, and number of students taught for the previous five-year period
- engaging in non-compensated professional community service and unpaid consulting
- establishing opportunities for student experiences (e.g., practicums, internships, service opportunities)
- obtaining funding and other resources for support of service

### ***Application and Nomination Process***

**Applications:** Only members of the full-time faculty are eligible for these awards. Faculty members who hold administrative appointments are eligible for Foundation Awards in teaching, research and/or creative activity, and service. A faculty member may not receive more than one Foundation Award (except Excellence in Community Service Award) in any given year although s/he may apply for an award in more than one category. In addition, recipients of Foundation Awards must have completed a minimum of three years of service to the University as full-time faculty. Achievements prior to employment at Missouri State will not be considered in determining awards. A complete application must include the following (***in this order***):

1. **Application Form**
2. **Cover Letter** not to exceed three pages with 12-point font. The cover letter should include a clear explanation in lay terminology of the specific contributions for which the award is sought.
3. **Vita** not to exceed five pages.
4. **Supporting Materials** not to exceed 20 pages or comparable creative material. All pages should be numbered. If using page protectors, include only one single-sided page per protector. Each original page of copied material counts as one page no matter the size of the final copy (e.g., if material is reduced to fit two pages onto one, it will count as two pages). The Committee reserves the right to request additional information referenced in the vita. All applications must be accompanied by a one page summary of student evaluations for all statistically-evaluated courses for the past five years (if you have been a faculty member at the University for less than five years, consider evaluations for the length of time you have been at the University). The summary should include norms, means, and description, or a clear explanation of how evaluations are conducted in the applicant's department. Also include an analysis of work load including graduate/undergraduate teaching assignments, sabbaticals, fellowships, and reassigned time over a five year period. The summary page and the work load analysis are counted towards the 20 page limit. If the supporting materials exceed 20 pages, the entire application will be disqualified.
5. **Letters of Recommendation** not to exceed five. Letters of nomination may be substituted for letters of recommendation; however, the total number of letters is not to exceed five. Letters of recommendation are not confidential and are not included as part of the count of 20 pages of supporting material.
6. **Recommendation Letters from Department Head and Dean.** As with all other recommendations these are not included as part of the count of 20 pages of supporting material nor as part of the maximum five letters of recommendation.

Full-time faculty members are encouraged to submit applications for these awards whether or not nominated. A nominee must submit an application to be considered for an award. Application forms for Foundation Awards will be emailed to all full-time faculty in November. They will also be available online at <http://www.missouristate.edu/provost/foundationawards.htm>. A cover letter containing a clear rationale for the application, and for the specific teaching, research, or service accomplishments on which the application is based, must be submitted with the application. Typically, a faculty member applies for an award in one category in a given year; however, if a faculty member is qualified and does apply for a Foundation Award in more than one category, a separate and distinct application must be submitted. The initial intent to apply or nomination deadline for Foundation Awards is **December 12, 2014**.

**Nominations:** Currently enrolled students and currently employed faculty, administrators, staff, and groups are encouraged to nominate full-time faculty members for Foundation Awards.

If you wish to nominate a faculty member and/or group of faculty, send a letter directly to the nominee, and refer them to this notice and requirements of application. A reference to <http://www.missouristate.edu/provost/foundationawards.htm> is recommended. Also, please send a copy of the letter to the nominee's department head, and to the Office of the Provost. All letters of nomination must be submitted to the Office of the Provost by December 12, 2014.

Each nominee is notified of the nomination by the copy of the letter s/he receives from the nominator. The nominee may choose to count the letter of nomination as one of his/her five letters of recommendation.

It is the nominee's responsibility to assemble application materials and submit the nomination letter(s), if desired, with those materials.

**The materials for a Foundation Award should be submitted to the departmental office by January 26, 2015, and departmental offices will be responsible for forwarding all materials to the dean's office by February 2, 2015 which will be responsible for submitting materials for Foundation Awards to the Office of the Provost by February 9, 2015.**

*Office of the Provost 14/15*