

BRIGHAM YOUNG UNIVERSITY FACULTY AWARDS

Nomination Procedures June 2017

Introduction

The work of the faculty is central to support of the AIMS of a BYU education and the mission of the university and recognition of faculty contributions by the university administration is appropriate and essential. This document solicits concise and thoughtful nominations from the university community for faculty whose commitment to excellence and performance as scholars and citizens is exemplary and merits recognition by the entire university community. The procedures and processes described in this document are designed to provide the university Faculty Awards Committee and the university administration with the essential information required to make effective decisions about which faculty members' contributions deserve special recognition at the university level.

Careful and thoughtful preparation of nomination packets by faculty colleagues is essential to the evaluation process. Please follow all directions. Keep in mind that the quality of the information is far more important than the quantity. Many of the performance parameters used to evaluate faculty members for rank advancement and continuing status are the same metrics that effectively document the worthiness of a faculty member for special recognition. Please consider consulting the Rank and Status Policy for possible lines of evidence as you assemble a nomination packet. It is also important that you carefully review and follow the specific directions for each award category.

Confidentiality Statement

It is generally understood by the university community that recipients of the annual Brigham Young University awards are selected by a process of peer judgment and consensus. While recognizing that these awards are of substantial value to each department and college within the university, it is imperative that the judgment of this committee of peers be entirely independent and free of influence from the respective colleges and departments. The committee is charged with the responsibility of recommending colleagues to the university administration to be considered for each of these awards. In order to eliminate potential bias, conflict over final decisions, and unfair advantages, the deliberations and decisions of this committee are confidential and will not be discussed with other faculty or with departmental or college administrators.

Nomination Procedures

Deadline for all nominations: February 15 - If the 15th falls on a weekend, the deadline will be the following Monday.

Submit nomination materials to: Faculty Awards Committee, c/o Associate Academic VP-Faculty, D-387 ASB, Please send electronically to: laura_decker@byu.edu (with the exception of the **Karl G. Maeser Distinguished Faculty Lecturer**, *General Education Professorship*, *Alcuin Fellowships*, and the *Religious Education Transfer Professor Award* - instructions for those submissions are found on pages 6 and 7. Only the names of nominees for these three awards need to be submitted to the AAVP-Faculty office initially, not the materials).

Sample nomination packet: Please refer to the "sample nomination packet" provided in this "procedures" section to assemble all nominations, unless indicated otherwise below.

Eligibility: All full-time faculty members, professorial or professional, who have been at the university for at least five years prior to nomination, are eligible, except for the Abraham O. Smoot Citizenship, Young Scholar, and Class of 1949 Young Faculty awards (see pages 4 and 5 of this document respectively for details). All awards are presented to faculty who have demonstrated exceptional work in the areas of citizenship, teaching, and research/creative work. Although some

are honored principally for distinction in one area, the expectation in each instance is that the recipient will have made notable contributions in all three areas. The Adjunct Faculty Excellence Award is designated for adjunct faculty with at least five years of continuous part-time service. Chair's and Dean's signatures indicate their acceptance of the obligation associated with this fellowship.

Because nominations are reviewed and endorsed through department chairs/directors and the Dean's office, Dean's, Associate/Assistant Deans, Chairs/Directors and their assistants participating in the nomination process should *not be* nominated while they are in these leadership positions.

Who may nominate: Anyone may nominate a candidate for an award, but all nominations must be submitted through the nominee's Department Chair and Dean. The Academic Vice President's Council may make an independent nomination for any award.

Carry-over nominations: Nomination materials for university-level awards, except for the General Education Professorship, Alcuin Fellowships, and the Religious Education Transfer Professor Award described on pages 6-7, will be automatically carried over for one additional year, unless requested otherwise by the college. The nomination packets may be modified and updated by departments and colleges as deemed necessary by no later than February 15.

Nomination Packets: (**Note:** Please review and carefully follow the nomination instructions below; packets not conforming to these instructions will be returned to the Department Chair.) Nomination packets should be prepared by a colleague of the nominee but **not** by the nominee. Faculty members should not be nominated for more than one award in any given year. For this reason it is important that the nomination letter focus on the criteria specific to the designated award. The Faculty Awards Committee reserves the right to consider any nominee for an alternative award if it seems more appropriate. Please be judicious and focused with the material included in the nomination packet. Nominations that are concise, well organized and carefully written reflect professionalism and honors the nominee. Consider the use of bullets to summarize content.

Nomination packets may not exceed 20 pages plus all student comments from the most recent 6 classes as directed below. Other materials such as sample publications or illustrative creative works deemed important to the nomination that would result in the file exceeding 20 pages (aside from additional student comments pages) should be sent electronically to the committee in a separate file. These should not exceed three products and will be kept on file and considered at the committee's discretion. Non-standard work that is unique should be discussed in the context of the university assignment. All nomination packets must include the following items in the order listed:

A cover sheet is no longer required, but the nominating memo must clearly state the award for which the nominee should be considered.

1. A **nominating memo** of no more than 2 to 3 pages (Times New Roman 11-point font), prepared by a colleague or the Department Chair, which summarizes the professor's work and qualifications for the award. The memo should put the nominee's accomplishments in perspective and provide an evaluative assessment of performance in all areas of faculty responsibility (teaching, citizenship, and research and creative work, or professional assignments).
2. If prepared by a faculty colleague, the **nominator** must submit the **nomination memo** to the nominee's Department Chair. The **Department Chair** will review each nomination and add no more than a 1-2 page (Times New Roman 11-point font) **personal evaluation memo** to the packet. If appropriate, the Chair may rework the nomination to strengthen it.
3. The Department Chair will forward the packet to the **Dean** of the nominee's college, who **may** add no more than a 1-2 page (Times New Roman 11-point font) **personal evaluation memo** to the nomination packet.

4. All packets must also include:

- A. An **abbreviated curriculum vitae (no more than 5 pages)** for the nominee. Things that might be emphasized are history of employment, all awards received, selected, recent publications, works of art, innovations, research grants and amounts, courses taught, consulting, and service.
- B. A **summary of teaching evaluations and performance (no more than 3 pages)**. This should include a summary chart of **all** student ratings of courses taught for the previous five years (or as long as the faculty member has been at BYU if less than 5 years), summaries of peer evaluations and mentoring activities, and representative student comments. **All** student comments for the last 6 classes taught should be placed at the end of the 20-page file. The student ratings summary chart can be created from Faculty Profile by selecting *Run Custom Reports* in the left panel of the main menu, selecting Scheduled Courses Abbreviated Detail Report, and then follow the remaining directions.
- C. The department rank and status document that specifies faculty expectations for citizenship, teaching, and scholarship (in terms of quality, quantity, and impact reflecting disciplinary norms) to help guide awards committee reviewers in their evaluations.

5. For the Research and Creative Arts Award, the nomination packet should include **no more than two internal letters of evaluation**.

Note: Some awards have slightly different requirements for the nomination packet; please review the expectations for those awards as described below.

Electronic Submission: The college office will submit nominations to the Faculty Awards Committee in care of the Associate Academic Vice President-Faculty by the deadline (February 15). All submissions must be transferred in electronic format – by email (laura_decker@byu.edu), or on a carefully labeled jump drive or CD delivered to D-387 ASB.

Please note that annual support funds provided by awards are subject to all university financial policies, and any capital equipment purchased from these funds is the property of the university. A professorship/award may not extend beyond retirement.

Award Descriptions, Conditions, and Special Eligibility/Nomination Requirements

Karl G. Maeser Distinguished Faculty Lecturer: This award is the most prestigious faculty award given by the university. The recipient of the award must have demonstrated sustained and clear superiority in commitment to the BYU AIMS through research/creative work, teaching, and university citizenship as outlined in the criteria for the other Karl G. Maeser awards. Individuals considered for this award are distinguished in their disciplines and are typically senior faculty members who are in the latter stages of their BYU careers. The Karl G. Maeser Distinguished Faculty Lecturer will receive a cash award of \$12,000, be recognized at the annual university conference in August, and will present a university forum address and be honored at a special luncheon.

The AVP Council and deans will work together to identify one or two candidates from each college for consideration by February 15 of each year. Based on this collaboration, the deans will be invited to prepare a one-page nomination for each candidate. This nomination will be evaluated along with teaching and scholarship data in making a final selection.

Final one-page nominations for this award should be submitted to:
Craig H. Hart, Associate Academic Vice President – Faculty
D-387 ASB - Re: Maeser Distinguished Faculty Lecturer

Karl G. Maeser Excellence in Teaching Awards: Each recipient of this award will receive a cash award of \$6,000, and be recognized at the annual university conference in August. Superior

teaching is demonstrated by characteristics that include but are not limited to the following:

1. The awardee's teaching is rigorous and based on high expectations of students.
2. The awardee's teaching is successfully directed toward comprehension, understanding, and reasoning.
3. The three general criteria (university citizenship, teaching, and research/creative work) are interdependent. The awardee's teaching is significantly influenced by his or her citizenship and research or creative work. As a citizen, the awardee both understands and takes responsibility for the university and society. His or her research is influenced by teaching and is appropriately evaluated by peers in the wide community of the discipline.
4. One of the Maeser Excellence in Teaching Awards may be given to honor a faculty member who is doing innovative work to enhance learning through instructional design, pedagogical innovations, or student mentoring.
5. Nominations for coaching faculty should be considered in Karl G. Maeser Professional Faculty Excellence Award as they are not eligible for the KGM Excellence in Teaching Award.

Karl G. Maeser Research and Creative Arts Awards: Each recipient of this award will receive a cash award of \$6,000, and be recognized at the annual university conference in August. These awards recognize exceptional distinction in research or creative arts or performances. Superiority in research or the creative arts will be demonstrated by characteristics that include but are not limited to the following:

1. The awardee has gained recognition and influence in his or her discipline reaching well beyond local or regional boundaries. The scholarship has brought distinction to both the awardee and the university.
2. Evaluation of this distinction is usually demonstrated through activities which illustrate the faculty member's recognition by colleagues elsewhere, e.g., significant refereed publications, research funding, invited presentations at national or international symposia, significant service to national or international research-related professional organizations, or juried displays and performances.
3. The three general criteria (university citizenship, teaching, and research/creative work) are interdependent. The awardee's research or creative work is influenced by his or her university citizenship and strong commitment to teaching. As a citizen, the awardee both understands and takes responsibility for the university and society. His or her teaching is enhanced by the research/creative work. In addition, the distinguished scholar's personal discipline, love of teaching, and enthusiasm in the pursuit of both knowledge and understanding is sensed by and often transmitted to his or her students.

The Abraham O. Smoot Citizenship Award: The recipient of this award will receive a cash award of \$6,000, and be recognized at the annual university conference in August. This award is given to a BYU faculty member who, through a career of distinguished service to the university, has demonstrated those qualities of service and personal sacrifice to the university that were exhibited by A. O. Smoot, while reaffirming the unique mission of the university. Many faculty members have established fine reputations as teachers and scholars, but also have been called upon to interrupt their regular academic pursuits in order to chair university committees, take temporary administrative positions, or in other ways spend years performing a variety of essential but unsung services for the university. Such assignments have added to their teaching and research agendas. Some, primarily faculty members have given service in long-term administrative assignments they never sought, performed them with distinction and, when their administrative appointments were over, willingly returned to the ranks of the faculty. This award is intended to recognize distinguished service and sacrifice by individuals as described above. It includes the following criteria:

1. At least fifteen years of service as a faculty member at BYU.
2. Demonstrated evidence that the recipient is an outstanding faculty member, through past or current teaching activity and/or scholarly work.
3. Compelling evidence that the recipient has made a truly distinctive and significant contribution in the area of service to the university, exemplifying the sacrifice, citizenship and service shown by A. O. Smoot. Nominators have wide latitude in evaluating distinguished service and citizenship.
4. Evidence by actions and articulation, that the recipient has promoted the unique spiritual and secular mission of the university.

Karl G. Maeser Professional Faculty Excellence Award: Each recipient of this award will receive a cash award of \$6,000, and be recognized at the annual university conference in August. This award is given in recognition of outstanding achievement in fulfilling professional faculty responsibilities. The recipient is one who has demonstrated excellence in citizenship and professional service including, but not limited to, clinical supervision and instruction, counseling, librarianship, athletic coaching or other athletic professional work, teaching, or scholarly or creative work. This award is intended specifically for professional track faculty. However, please keep in mind that professional faculty are also eligible for the other university awards. Nominations for coaching faculty could be considered for the Karl G. Maeser Professional Faculty Excellence Award, as they are not eligible for the KGM Excellence in Teaching Award.

The Wesley P. Lloyd Award for Distinction in Graduate Education: The recipient of this award will receive a cash award of \$6,000, and be recognized at the annual university conference in August. The Wesley P. Lloyd Award is given to a member of the graduate faculty who has distinguished herself or himself by exemplary performance in teaching, research/creative work, and citizenship. Specific qualifications include:

1. Distinguished teaching and instruction in his or her discipline at the graduate level.
2. Significant research/creative work.
3. Superior mentoring and supervising of graduate students.
4. Exemplary service to the university, specifically in the creation, implementation, and supervision of graduate programs.

The Office of Graduate Studies reviews the nominees and recommends to the University Faculty Awards Committee their preferred recipient for additional consideration.

The Adjunct Faculty Excellence Award: The recipient of this award will receive a cash award of \$2,000 and be recognized at the annual university conference in August. This award recognizes the contributions of adjunct faculty who have demonstrated excellence in teaching or in other professional responsibilities in service to the university and to students over a period of at least five years. It intends to acknowledge the important role adjunct faculty and other professionals play in the life of the university and in its ability to achieve the aims of a BYU education in the lives of students.

The Phi Kappa Phi Faculty Award: The recipient of this award will receive a cash award of \$1,000, and be recognized at the annual university conference in August. The Phi Kappa Phi award recognizes balanced contributions in which citizenship, teaching, and research/creative work are brought together to serve students and the university community. Specific qualifications include:

1. Exemplary character, evidenced in dealings with students, faculty, staff, administrators, and others in the campus community.
2. Exemplary university citizenship as discussed in the university Rank and Status Policy.
3. Outstanding teaching.
4. Significant research/creative work, which strengthens his or her teaching and enlivens his or her interactions with students and others in the university community.

After initial review by the office of the AAVP-Faculty, the nominations will be forwarded to the Phi Kappa Phi Executive Board who will select three names to submit to the Associate Academic Vice President's Office by no later than **March 10** for review by the University Faculty Awards Committee.

Young Scholar Awards and BYU Class of 1949 Young Faculty Award: These awards encourage and acknowledge outstanding promise and contributions by junior faculty. These awards are for a three-year term and carry a \$3,000 annual salary stipend and a \$5,000 annual support award. These awards are not renewable. Eligibility: A faculty member should have been in a faculty position for at least three years but not more than ten years and in a rank of Assistant or Associate Professor (or the professional faculty equivalent).

University Professorships: University Professorships encourage and acknowledge senior faculty who are outstanding scholars, teachers, and university citizens. They recognize faculty who are excellent scholars and who thereby teach others in their discipline. Some professorships specifically

reward and enhance superior classroom teaching. In short, professorships are used to improve learning, including both scholarship and teaching. University Professorships are for a five-year term and carry a \$5,000 annual salary stipend plus a \$7,500 annual support award. Appointments **may** be renewed upon recommendation by the Department Chair and Dean and with approval from the Academic Vice President and University President.

The Alumni Professorship: The Alumni Professorship was established to recognize exceptional service to students and teaching at Brigham Young University through outstanding mentoring; advising; teaching; developing new courses, new programs, or new philosophies; and by demonstrating a sustained, long-term commitment to these efforts. This Professorship is given to a BYU faculty member who, through a career of exceptional teaching, mentoring, and advising of students, has helped fulfill the mission of BYU and has helped students to enter to learn and be prepared to go forth and serve. The recommended award recipient is vetted with the Managing Director of the Alumni Office prior to a final decision by the AVP Council. The Alumni Professorship carries, for a term of three years, a \$4,000 annual salary stipend and \$4,000 annual research budget. The Alumni Professorship is not renewable. A faculty member receiving this award must have continuing faculty status at BYU and hold the rank of Associate Professor or Professor (or the professional faculty equivalent).

Note: The following three awards have different nomination requirements and are submitted to administrative units other than the Associate Academic Vice President's office. Carefully review the procedures as outlined for each award and prepare nomination packets accordingly.

General Education Professorship: Awarded by the university and presented at the annual university conference. The General Education Professorship (formerly the Karl G. Maeser General Education Professorship) was established to recognize exceptional service to General Education at Brigham Young University through outstanding teaching, the development of new courses, new programs or new philosophies, and by a sustained, long-term commitment to these efforts. Appointments to these positions have been made to faculty with a deep love for the liberal arts and a willingness to commit significant time and energy to the teaching of General Education courses. Only one General Education Professorship may be awarded each year. The appointment is for three years and includes an annual salary stipend of \$4,000 and \$4,000 in annual research support funds. General Education Professors will join with Alcuin recipients in helping teach one of the three Unexpected Connections courses offered through General Education and required of Honors students (UNIV 291, 292, or 293).

Applications/Nominations materials for this award should be submitted to:

Susan S. Rugh, Dean - Undergraduate Education
350A MSRB - Re: Alcuin / GE Professorship

The names of faculty being nominated should simultaneously be submitted to the AAVP-Faculty Office for initial review. Undergraduate Education will select three names to submit to the Associate Academic Vice President's Office no later than **March 10** for review by the University Faculty Awards Committee.

Eligibility: Candidates must be full-time faculty, professorial or professional, with continuing faculty status and at least ten years' experience at BYU. Criteria for selection include an interest in helping develop and team-teach Unexpected Connections courses, a history of service to Undergraduate Education programs, and evidence of a consistent pattern of high quality teaching.

Nomination Packet: Follow instructions above (pages 2-3).

Religious Education Transfer Professor Award: Awarded by the university and presented at the annual university conference. This award recognizes excellence in teaching in Religious Education by a transfer professor. Such teaching enables students to learn through study and faith in a rich outcome-based experience. Evidence supporting the award includes student and peer reviews of teaching performance. The recipient of this award will receive a cash award of \$4,000 and recognition at the annual university conference. Successful recipients must exhibit superior

teaching that includes, but is not limited to, the following: 1. Demonstrated excellence in teaching religion classes. 2. Evidence of exceptional service to students. 3. Recommendation by the Religious Education in-service team and the administrative council. 4. Regular and active participation in Religious Education in-service programs.

Applications/Nomination materials for this award should be submitted to:

*Brent L. Top, Dean - Religious Education –
370A JSB - Re: Religious Education*

The names of faculty being nominated should simultaneously be submitted to the AAVP- Faculty Office for initial review. Religious Education will select three names to submit to the Associate Academic Vice President's Office no later than **March 10** for review by the University Faculty Awards Committee.

Eligibility: All full-time faculty members, professional or professorial, who have served as a transfer professor for a minimum of two years prior to nomination.

Nomination Memo: Prepare and submit a memo of nomination documenting evidence of the nominee's qualifications based on the criteria defined above. The memo must also be signed by the nominee's Department Chair and Dean. Deans, Department Chairs, and department and college award nomination committees may prepare and submit nomination memos for this award.

Alcuin Fellowships: Awarded by Undergraduate Education and *not* presented at the annual university conference. The Alcuin Fellowship, created in 1986, is named after Alcuin of York (c. 730- 802), master of the seven liberal arts and leading figure of the Carolingian Renaissance who brought about far-reaching educational renewal. The Alcuin Fellowship appointments are for three years and include annually a salary stipend of \$3,000 plus \$4,000 in research support funds. Alcuin fellows are expected to teach one of the four Unexpected Connections (GS) courses required of Honors students. Alcuin fellows will team teach these courses in partnership with another faculty member at least four semesters during their three-year tenure in the fellowship. Each course is interdisciplinary, designed by the faculty pair around the intersection of their different disciplines. The Honors Program will also invite Alcuin Fellows to participate in Honors Program events, mentor Honors' students, and facilitate interdisciplinary research.

Applications/Nomination materials for this award should be submitted to:

Susan Rugh, Dean - Undergraduate Education – 350A MSRB - Re: Alcuin / GE Professorship
The names of faculty being nominated should simultaneously be submitted to the AAVP-Faculty Office for initial review.

Eligibility: Candidates must be full-time faculty, professorial or professional, with continuing faculty status and at least five years' experience at BYU.

Application/Nomination Packet: Candidates may apply or be nominated. Submit an application letter containing the following: 1. Candidate name 2. Academic rank 3. Years of faculty service at BYU 4. Department and college 5. A statement of why they are qualified to teach interdisciplinary courses that qualify for the selected general education course. The letter should provide examples such as courses developed and taught, relevant research, and other activities that have prepared them for this opportunity. Candidates may apply individually or as a teaching partnership. 6. An abbreviated curriculum vitae and summary of teaching evaluations as outlined in point four of the Nomination Packets heading on page two above. 7. Department chair or award committee letter of nomination that addresses candidate's strengths in teaching and ability to collaborate with other faculty. Note: Include justification for buy-out funds, if required. 8. Chair's and Dean's signatures indicating their acceptance of the obligation associated with this fellowship.