

Guidelines for the Awards Committee of the College of Arts and Sciences

Purpose

The purpose of the College of Arts and Sciences Awards Committee is to determine and review awards for each academic year and to select and submit recipients to the Dean. Determination and review of awards should consider:

- Inclusivity and breadth of awards and award criteria across rank and content and also offering non-traditional awards that align with the university's mission and values (e.g., research/creative awards that address various types of research/creative activities and cognate areas, teaching large vs small classes, teaching undergraduate vs graduate courses, advising, mentorship of undergraduate and graduate students, outreach, collaborative efforts, recruitment and retention, student-choice award, etc.)
- Consistency of award format (cash, plaque, certificate, etc.)
- Recognizing all nominees (not just winners)
- Required application materials for each award (a general process for all awards, additional materials for specific awards, or a hybrid)
- Length of term the award addresses (just the last year, over 5-years, career, etc.)
- Eligibility for awards (win consecutive years?, members of the committee being nominated? etc.)
- Inclusivity of nomination process (i.e., a statement regarding self-nomination; encouraging open nominations, etc.)
- Seeking feedback/nominations from PTE members
- Ensuring a sufficient number of awards are offered with respect to the size of the college and the diversity of its disciplines and outputs (e.g. multiple awards in given category, account for balance of recipients among small vs. large units)

Additional responsibilities of the committee include assisting the Dean's Office with the planning of the award recognition event. This event should include recognition of nominees and award winners as well as

- Years of service
- External awards from outside organizations
- Promotion and or tenure

*Units are expected to identify and ensure that faculty members and staff from the College are nominated for awards, fellowships, commendations, assistantships, and scholarships given by NDSU and its affiliates and is not the responsibility of this committee.

Membership

Membership will consist of at least 6 and up to 10 individuals representing a variety of content areas, ranks, and positions. Two faculty members (any rank, including lecturers) will be solicited (via volunteerism) from each of the three prior college groups (AHSS, CSM, HSE; see below for groupings) that have merged into the current College. If more than two members of a prior college group have volunteered, a vote will take place among the college group members to determine the representative.

Once the initial six faculty members have been determined, the committee will ensure that representation of all ranks/positions is present (1 pre tenure, 1 post tenure, 1 professor of practice, 1 staff member). A lecturer may also serve on the committee (if a volunteer comes forth), but is not required. For ranks/positions that are not represented, an open call for volunteers will be made. A college-wide vote will be used in cases of multiple nominations for a particular rank/position.

Additionally:

- Members are not selected to represent their individual units.
- No more than one member of the committee can be from any given unit.
- Department chairs/heads are not eligible to serve on this committee.

Term

The term of membership on the Awards Committee will generally be for three years. Terms shall run for the academic calendar year and may be repeated one time.

*Note - During the initial 2.5 years of the committee, one of the faculty members within the prior college group will serve a 1.5-year term, while the other member will serve a 2.5-year term to support committee stability. Remaining members appointed to the committee should be split to serve 1.5 or 2.5 years.

Chair

One member of the committee will serve as chair of the committee. The chair shall be elected by the members of the committee at the initial meeting of the committee at the beginning of its yearly term. A vice-chair will also be elected to serve as committee chair when the chair is not available.

Timeline

Solicitation of nominations will occur in March and must be open for at least one month.

Decision Rule

The members of the committee will make every effort to achieve consensus regarding their decisions of awardees. However, a majority of the voting members of the committee will be sufficient to make an award decision.

Conflicts of Interest

Given the nature of the membership of this committee and the decisions it will make, potential conflicts of interest are likely to arise. If a committee member has a potential conflict of interest with regard to a nominee, that committee member is responsible for disclosing this potential conflict of interest to the other members of the committee. If a member of the committee is one of the nominees being considered, or a direct relative thereof, then that member must recuse themselves from the deliberation and decision making for that award. If one or more of the members of the committee will be recusing themselves for the decision making for an award, substitutes will be selected by the Dean from other faculty members in the College who would meet the qualifications for membership in the committee to participate in the deliberation and decision process for that specific award.

Current Unit Membership Based on Prior College Groups

HSE: Apparel, Retail Merchandising & Design, School of Education

AHSS: Architecture and Landscape Architecture, Communication; Criminal Justice and Political Science; Emergency Management; English; History, Philosophy and Religious Studies; Modern Languages; Music, Sociology and Anthropology; Theatre Arts; and Visual Arts.

CSM:

Biological Sciences; Chemistry & Biochemistry; Coatings & Polymeric Materials; Earth, Environmental, & Geospatial Sciences; Mathematics; Physics; Psychology; Statistics