

## **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

## **Appendix of Prior Awards for Each College**

### **HSE**

**Exceptional Contributions to Research:** Awarded to a faculty member who has established a research program and demonstrated excellence through publications and/or presentations beyond those expected; selected to serve as Editor or on Editorial Board of

professional publication; or receipt of significant grant funding from sources outside the University.

**Exceptional Contributions as an Emerging Researcher (Assistant Professor, 1-5 years):** Awarded to a faculty member who has demonstrated excellence in establishing a research program through submitting grants; publications and presentations; participation in national organization to promote scholarship.

**Exceptional Contributions to Faculty and Student Mentoring:** Awarded to a faculty member who has provided guidance and support for other faculty and students to succeed in their development as instructors, researchers, and/or leaders.

**Exceptional Contributions as an Emerging Teacher (Assistant Professors; Assistant Professor of Practice; Lecturers, Senior Lecturers; and Extension Specialists who have been in their position for 5 years or less):** Awarded to a faculty member who demonstrates excellence in teaching; receipt of teaching awards; engaged learning; curriculum design; supervision; and other activities that contribute to learning.

**Exceptional Contributions to Learning (Faculty; Extension Specialists; and Senior Lecturers who have been in their position for more than five years):** Awarded to a faculty member who demonstrates excellence in teaching; receipt of teaching awards; engaged learning; curriculum design; supervision; and other activities that contribute to learning.

**Exceptional Contributions to Service/Outreach:** Awarded to recognize a faculty member leading an exemplary community-engaged scholarship effort which involves the creation of knowledge for public purposes through a reciprocal and mutually beneficial partnership with the public.

**Exceptional Contributions Towards Internationalization:** Awarded to a faculty member who has made outstanding contributions towards fostering internationalization in the college in its many forms. May range from including international perspectives in the curriculum to working on international collaborative research to working on international outreach.

**Exceptional Contributions for Collaborative Efforts:** Awarded to members of a committee, task force, special group or department working to advance the mission of the University. The group may include faculty, staff, students and community members. Criteria include but are not limited to willingness and ability to work across campus reporting lines, ability to engage in creative initiatives.

**Staff Distinguished Achievement:** Awarded to a staff member who demonstrates outstanding performance on the job; promoting the image of the department or university through continued contacts with those being served; consistent promotion of excellence in him/herself and colleagues; initiates or recommends innovative ideas that are implemented and results in better service or efficiency; and exhibits grace under pressure.

## **CSM**

### ***Teaching Award***

Criteria to be used in support of a nomination should include the following:

Outstanding performance in the classroom at the undergraduate or graduate level as indicated by knowledge, organization and presentation of the subject matter in an interesting and stimulating fashion, with continued impact or influence on the students. This needs to be documented by student and peer evaluations.

Significant contribution to his/her discipline as evidenced by publication or other written works relating to the educational process and/or recognition by educational groups in the state(s) and/or community.

Important contributions to the fulfillment of the mission or further development of the person's department, the College of Science and Mathematics or North Dakota State University.

### ***Research Award***

Criteria to be used in support of a nomination should include the following:

Significant contributions to his or her scientific discipline as evidenced by publication(s), grants and/or recognition by the individual's professional organizations or community.

Important contributions to the fulfillment of the mission or further development of the person's department, the College of Science and Mathematics, or North Dakota State University.

### **Paul Juell Mentoring Award**

This award is given for evidence of exceptional mentoring activities that provide significant service to the Department, College, University, and/or profession. The main criterion to support a nomination should include outstanding performance as a mentor, whether that performance is specific to NDSU or to one's professional societies. The mentoring can be for

faculty, graduate students, or undergraduate students as indicated by the success of the mentored individuals. Specific mentoring should be documented, including the time period and the mentoring activities. When possible, a (brief) supporting letter from mentored individuals should be provided.

### **Service Award**

The service award is not given annually; rather, we award it only when there is evidence of exceptional service to the department, the College of Science and Mathematics, and/or North Dakota State University. Nominations can be made for faculty or non-faculty who meet the criteria. The award includes \$1000 for the individual as a personal gift.

### **AHSS**

Outstanding Teaching

Research

Creative Activity

Service

Graduate Teaching Award

Graduate Research Award