

## AWARDS FOR DISTINGUISHED FACULTY PERFORMANCE

### ***Award for Distinguished Scholarly, Research or Artistic Achievement***

#### **Purpose of the Award:**

The **Award for Distinguished Scholarly, Research or Artistic Achievement** is intended to recognize outstanding work by faculty. Specifically, it recognizes outstanding performance consistent with the mission of the university. Scholarship, research and artistic endeavors can take many forms and should be evaluated in the context of discipline specific norms. In many disciplines, peer reviewed, knowledge-generating publications represent the standard by which scholarship is judged. In other disciplines, the production of artistic works or performances are the standard. For the purposes of this award, grant writing and related activity shall be considered evidence of scholarly productivity, as will participation in professional activities and production of materials furthering the mission and reputation of the University.

#### **Nature of the Award:**

Recipients of the **Award for Distinguished Scholarly, Research or Artistic Achievement** may receive a cash award from the campus and recognition by the Provost. Recipients are honored during fall Convocation and their accomplishments are permanently documented by the university. One award for Distinguished Scholarly, Research or Artistic Achievement may be awarded annually to a faculty member.

#### **Eligibility:**

All members of the Texas A&M University- San Antonio faculty are eligible to apply for this award provided they meet the following criteria:

- a) Currently employed by Texas A&M- San Antonio as a Tenure or Non-Tenure Track Faculty, Adjunct Faculty, Lecturer, Visiting Faculty or Professional/Clinical Faculty.
- b) Have been in current or similar position with the university for at least the preceding two years.

Faculty may self-nominate for the award by submitting an application or be recommended/nominated by a colleague. Faculty are encouraged to nominate colleagues who are deserving of this award so they may consider applying by the application deadline.

#### **Selection Criteria:**

The following criteria are intended to encompass various aspects of scholarship, research and artistic products and related activities at the undergraduate and graduate levels across the University. Applicants may submit documentation that supports their efforts in the areas identified below. Applicants are welcome to include additional documentation so long as it specifically addresses the applicant's qualification for this award. An explanation of relevance is encouraged. This awards process is designed to align with faculty self-evaluation criteria and reporting procedures in an attempt to streamline workload and

enhance efficiency, thus encouraging applicants to consider applying for the award after reviewing/compiling accomplishments from the previous year.

- A. Peer reviewed scholarly articles
- B. Book chapters
- C. Editor of texts
- D. Books published by academic press
- E. Invited or juried oral research presentations
- F. Grants proposals authored (with Agency feedback summary preferred)
- G. Grants funded and implemented
- H. Professional materials developed (for Government Agencies/Organizations, etc.)
- I. Commercial products developed/patented/produced
- J. Original creative writing (e.g., theatrical play, musical piece)
- K. Public performance of an art form
- L. Public display of a visual art form in a juried setting
- M. Commercial products developed/patented/produced

**Application Process:**

- 1.) Complete and submit the Award Application and all supporting documentation (see Selection Criteria for guidance on required documentation) to the Office of the Provost by January 30<sup>th</sup> of each academic year.
- 2.) A committee with two representatives from each college and one library representative will be elected by the faculty to serve as the evaluation committee. Faculty Senate will call for and oversee the election of committee members. The elections will be held in January and the committee will convene following the February to review applications. Any individual applying for an award is not eligible to serve as a reviewer on the award committee.
- 3.) Each committee member will review and score each application independently. Their responsibilities include reviewing applications for Distinguished Scholarly, Research or Artistic Achievement, Distinguished Service and Distinguished Teaching awards. Distinguished performance is considered to be a score of 2 or greater in each scoring category. In the event no applications meet the scoring criteria, no award will be given in that academic year. In the event more than one application is eligible, the award will be given to the eligible application with the highest overall score. When the highest scoring applicants have tied scores, the committee will determine the award recipient by consensus. The committee's determinations will be submitted directly to the Provost.
- 4.) The application and selection process is a confidential process. The Provost's Office will maintain all relevant documentation related to the application and award process.
- 5.) An applicant may withdraw his/her application at any time during the review process by submitting a written request to the Provost.

- 6.) Faculty will be notified regarding the outcome of the application by May 30<sup>th</sup>.  
Award recipients will be formally recognized the following semester at Convocation. Monetary awards will be presented at that time.

## ***Award for Distinguished Service***

### **Purpose of the Award:**

The ***Award for Distinguished Service*** is intended to recognize outstanding service work by faculty. Specifically, it recognizes service consistent with the mission of the university. Evidence of service includes service to the institution (students, colleagues, departments, divisions, and the university) as well as service to the community, state, nation and the faculty member's profession as a whole.

### **Nature of the Award:**

Recipients of the ***Award for Distinguished Service*** may receive a cash award from the campus and recognition by the Provost. Recipients are honored during fall Convocation and their accomplishments are permanently documented by the university. One award for Distinguished Service may be awarded annually to a faculty member.

### **Eligibility:**

All members of the Texas A&M University- San Antonio faculty are eligible to apply for this award provided they meet the following criteria:

- c) Currently employed by Texas A&M- San Antonio as a Tenure or Non-Tenure Track Faculty, Adjunct Faculty, Lecturer, Visiting Faculty or Professional/Clinical Faculty.
- d) Have been in current or similar position with the university for at least the preceding two years.

Faculty may self-nominate for the award by submitting an application or be recommended/nominated by a colleague. Faculty are encouraged to nominate colleagues who are deserving of this award so they may consider applying by the application deadline.

### **Selection Criteria:**

The following criteria are intended to encompass various aspects of service and service-related activities at the undergraduate and graduate levels across the University. Documentation related to these activities should be included. Applicants are welcome to include additional documentation so long as it specifically addresses the applicant's qualification for this award. An explanation of relevance is encouraged. This awards process is designed to align with faculty self-evaluation criteria and reporting procedures in an attempt to streamline workload and enhance efficiency, thus encouraging applicants to consider applying for the award after reviewing/compiling accomplishments from the previous year.

- A. Advising, counseling and other student activities (e.g. assisting students in your program; serving as a faculty advisor to a student organization; recruiting students to the University or to a program; placing students in graduate programs.)

- B. Service to the Community involving your students (e.g. student internships in local organizations; student assistance in research projects for community / business / governmental organizations):
- C. Administrative and Committee Service to the Department, School and University: explain your role and contribution for each administrative or committee assignment.
- D. Honors, awards and special recognition received during reporting period (include offices held in learned societies, fellowships, and new memberships in learned societies in which elections are on elective basis: new listings in Who's Who in America or similar publications).
  - a. Special Recognition and Honors:
  - b. Election to Office in Scholarly or Professional Organizations:
- E. Public service to the community, state, and nation:
  - a. Public service to the community, state, and nation based on your professional expertise. Explain the nature and significance of each service activity:
  - b. Other public service not based on your professional expertise (e.g., membership or holding office in an organization unrelated to your academic role).

**Application Process:**

- 1.) Complete and submit the Award Application and all supporting documentation (see Selection Criteria for guidance on required documentation) to the Office of the Provost by January 30th of each academic year.
- 2.) A committee with two representatives from each college and one library representative will be elected by the faculty to serve as the evaluation committee. Faculty Senate will call for and oversee the election of committee members. The elections will be held in February and the committee will convene following the submission of applications. Any individual applying for an award is not eligible to serve as a reviewer on the award committee.
- 3.) Each committee member will review and score each application independently. Their responsibilities include reviewing applications for Distinguished Scholarly, Research or Artistic Achievement, Distinguished Service and Distinguished Teaching awards. Distinguished performance is considered to be a score of 2 or greater in each scoring category. In the event no applications meet the scoring criteria, no award will be given in that academic year. In the event more than one application is eligible, the award will be given to the eligible application with the highest overall score. When the highest scoring applicants have tied scores, the committee will determine the award recipient by consensus. The committee's determinations will be submitted directly to the Provost.

- 4.) The application and selection process is a confidential process. The Provost's Office will maintain all relevant documentation related to the application and award process.
- 5.) An applicant may withdraw his/her application at any time during the review process by submitting a written request to the Provost.
- 6.) Faculty will be notified regarding the outcome of the application by May 30<sup>th</sup>. Award recipients will be formally recognized the following semester at Convocation. Monetary awards will be presented at that time.

## ***Award for Distinguished Teaching***

### **Purpose of the Award:**

The ***Award for Distinguished Teaching*** is intended to recognize outstanding work by faculty. Specifically, it recognizes teaching excellence consistent with the mission of the university. Teaching as it impacts student empowerment, as well as, the creation of innovative and challenging academic context and co-curricular programs that contribute to and enrich the economic and social development of the community and region; consistent with the mission, distinguished teaching is that which inspires graduates to be lifelong learners and responsible global citizens.

### **Nature of the Award:**

Recipients of the ***Award for Distinguished Teaching*** may receive a cash award from the campus and recognition by the Provost. Recipients are honored during fall Convocation and their accomplishments are permanently documented by the university. One award for Distinguished Teaching may be awarded annually to a faculty member.

### **Eligibility:**

All members of the Texas A&M University- San Antonio faculty are eligible to apply for this award provided they meet the following criteria:

- e) Currently employed by Texas A&M- San Antonio as a Tenure or Non-Tenure Track Faculty, Adjunct Faculty, Lecturer, Visiting Faculty or Professional/Clinical Faculty.
- f) The intent of the Award for Distinguished Teaching is to recognize sustained excellence in teaching, therefore, all applicants must have taught a total of at least six regularly scheduled courses in the preceding two years (fall, spring and summer semesters)

Faculty may self-nominate for the award by submitting an application or be recommended/nominated by a colleague. Faculty are encouraged to nominate colleagues who are deserving of this award so they may consider applying by the application deadline.

### **Selection Criteria:**

The following criteria are intended to encompass various aspects of teaching and teaching-related activities at the undergraduate and graduate levels across the University. Applicants must submit any documentation designated as required but are welcome to include additional documentation so long as it specifically addresses the applicant's qualification for this award. An explanation of relevance is encouraged. This awards process is designed to align with faculty self-evaluation criteria and reporting procedures in an attempt to streamline workload and enhance efficiency, thus encouraging applicants to consider applying for the award after reviewing/compiling accomplishments from the previous year.

- A. Documentation of exceptional teaching strategies, academic rigor, outstanding student work, assessment of student learning outcomes, course revision as a result of assessment;
- B. peer observation of classroom performance using the Peer Observation Form adopted by the department; and/or,
- C. receipt of an award or honor for Teaching Excellence from an internal or external agency.

**Application Process:**

- 1.) Complete and submit the Award Application and all supporting documentation (see Selection Criteria for guidance on required documentation) to the Office of the Provost by January 30th of each academic year.
- 2.) A committee with two representatives from each college and one library representative will be elected by the faculty to serve as the evaluation committee. Faculty Senate will call for and oversee the election of committee members. The elections will be held in January and the committee will convene following the submission of applications. Any individual applying for an award is not eligible to serve as a reviewer on the award committee.
- 3.) Each committee member will review and score each application independently. Their responsibilities include reviewing applications for Distinguished Scholarly, Research or Artistic Achievement, Distinguished Service and Distinguished Teaching awards. Distinguished performance is considered to be a score of 2 or greater in each scoring category. In the event no applications meet the scoring criteria, no award will be given in that academic year. In the event more than one application is eligible, the award will be given to the eligible application with the highest overall score. When the highest scoring applicants have tied scores, the committee will determine the award recipient by consensus. The committee's determinations will be submitted directly to the Provost.
- 4.) The application and selection process is a confidential process. The Provost's Office will maintain all relevant documentation related to the application and award process.
- 5.) An applicant may withdraw his/her application at any time during the review process by submitting a written request to the Provost.
- 6.) Faculty will be notified regarding the outcome of the application by May 30<sup>th</sup>. Award recipients will be formally recognized the following semester at Convocation. Monetary awards will be presented at that time.



## Scoring Rubric

The mission at Texas A&M University- San Antonio affirms:

*Texas A&M University-San Antonio faculty and staff prepare and empower students through innovative and challenging academic and co-curricular programs that contribute to and enrich the economic and social development of the community and region. A solid foundation for success is established through dynamic teaching, scholarship, research, and public service that inspire graduates to lifelong learning and responsible global citizenship.*

In dynamic and diverse ways, the work of faculty at Texas A&M- San Antonio fulfills this mission. Applicants for an award for Distinguished Teaching, Scholarship or Service should demonstrate an ongoing commitment to the qualities, skills and work that supports the fulfillment of this mission. Each candidate will be rated based on the following criteria:

- Innovation
- Effectiveness
- Engagement
- Impact
- Quality
- Importance

A score of 1-4 will be assigned in each area. The elected committee will use these scores to determine a single recipient in each category. When applicants receive identical numeric scores, the committee will use consensus to determine one award recipient in each area (Teaching, Research, and Service).

**Innovation:** Groundbreaking views/approaches to new or existing issues

Score:

Comments:

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**Effectiveness:** Extensive evidence of efficacy

Score:

Comments:

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**Engagement:** Evidence of sustained levels of commitment, involvement, or collaboration  
Score:

Comments:

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**Impact:** Evidence of an expansive impact  
Score:

Comments:

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**Quality:** Evidence of exemplar/high quality work  
Score:

Comments:

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**Importance:** Evidence that work addresses important issues  
Score:

Comments:

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**Total Score:** \_\_\_\_\_/24

## *Awards for Distinguished Faculty Performance Application*

Applicant's Name:

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Contact Information (address, phone and e-mail):

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College:

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Department:

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**Enclosed is my application for the:**

- Award for Distinguished Scholarly, Research or Artistic Achievement*
- Award for Distinguished Service*
- Award for Distinguished Teaching*

To assist us in ensuring that each committee member has access to all items included you're your application, please use the back of this form to provide a brief summary of items submitted. If all items are contained in one binder, only the binder needs to be listed.

**Statement of Agreement:**

*I understand that the materials I have submitted will be used by the Committee for Faculty Recognition to determine my eligibility for an **Award for Distinguished Faculty Performance**. I further understand that this is a confidential process and only my application materials will be returned to me at the conclusion of the process.*

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Faculty Signature

Date

