

Academic Affairs Manual

The Presidential Outstanding Professor Award

1.0 PURPOSE

- 1.1 The purpose of these Operating Procedures is to lay out the process by which a recipient will be selected annually for the Presidential Outstanding Professor Award in accordance with the criteria set forth by the CSUDH Academic Senate resolution pertaining to this award.
- 1.2 The purpose of this award is to honor an individual who has demonstrated outstanding achievements as a teacher, and also as a member of his/her profession, and as a member of the campus and community.

2.0 ORGANIZATIONS AFFECTED

- 2.1 All CSUDH full-time faculty, except those who do their teaching, research, and service primarily at another campus
- 2.2 The President
- 2.3 The Provost and Vice President for Academic Affairs
- 2.4 The Assistant Vice President for Faculty Affairs
- 2.5 The University Leaves and Honors Committee

3.0 REFERENCES AND RELATED PROCEDURES

- 3.1 References: The CSUDH Academic Senate resolution on The Presidential Outstanding Professor Award
- 3.2 Related Procedures: Academic Senate resolutions and Academic Affairs Operating Procedures pertaining to other University faculty awards

Approved: Allen A. Mori

Date: 3-10-06

4.0 POLICY

4.1 Eligibility:

4.1.1 All CSUDH full-time faculty, except those who do their teaching, research and service primarily at another campus, are eligible, if they have not have received the award in the past five years.

4.1.2 Faculty who primarily perform their teaching, research and service at another campus shall not be eligible.

4.1.3 Teaching must be performed at CSUDH.

4.1.4 A significant part of each nominee's record of accomplishment shall have been established while a faculty member of CSUDH.

4.2 A nominee for the Presidential Outstanding Professor Award is expected to have a record of superlative teaching. No amount of professional achievement as evidenced by research and creative scholarship, or service to the campus and community shall be a substitute for this basic requirement.

4.3 The quality of teaching, research and service shall be essential in the decision. This award is not for outstanding teaching alone, but for outstanding contributions in all three traditional areas of the professorate: teaching, research, and service. The body of the recipient's work in all three categories over the previous five years must be exceptional.

4.4 Each nomination shall be supported by evidence of the nominee's achievements in the form of descriptive and evaluative statements from students, colleagues in the nominee's academic discipline, campus administrators, and others who are qualified to comment upon the nominee's teaching, scholarship, and service. All statements should identify the type of evidence used as a basis for judgment and should include information identifying the author.

4.5 The nominee's professional accomplishments should be evaluated to ascertain their quality and the resultant contributions these activities have made to the University.

4.6 The University Leaves and Honors Committee shall adjudicate the Presidential Outstanding Professor Award. Eligible Faculty: Full-time faculty and lecturers employed by CSUDH to teach who are not primarily teaching at another campus.

4.7 The call for nominations shall be consistent with other University faculty awards.

4.8 Any CSUDH faculty member may submit no more than one nomination.

5.0 RESPONSIBILITIES

5.1 The Assistant Vice President for Faculty Affairs

5.1.1 The Assistant Vice President for Faculty Affairs (AVPFA) shall be responsible for organizing the nomination process for this award.

5.1.1.1 By the 16th working day in September of each year, the AVPFA shall cause a notification to be issued to all CSUDH faculty, staff and students announcing the nomination process for this award.

5.1.1.1.1 This notice shall go in e-mail format to the entire campus community and/or be posted so that everyone has access to it.

5.1.1.1.2 The notice shall include the purpose of this award (see 1.2) and the policy concerning eligibility and the types of evidence that may be submitted in support of the nomination (see 4.1 – 4.5).

5.1.1.1.3 The nomination notification shall indicate that:

5.1.1.1.3.1 Any member of the campus community -- faculty, staff or student -- may nominate a faculty member for the award.

5.1.1.1.3.2 All nominations must include the reason(s) why the person being nominated warrants consideration for the award.

5.1.1.1.3.3 All nominations must be signed by the person making the nomination.

5.1.1.1.3.4 Each member of the campus community may nominate no more than one person.

5.1.1.1.3.5 Faculty may nominate themselves.

5.1.1.1.3.6 All nominations must be received in the office of the AVPFA by 5 p.m. on the 16th working day in October.

5.1.2 The AVPFA shall collate the nominations, confirm the eligibility of those nominated, and then notify each of the eligible nominees of his/her nomination.

5.1.2.1 The notification shall be sent by the 18th working day in November.

- 5.1.2.2 The notification shall include the purpose of this award (see 1.2) and the policy concerning eligibility and the types of evidence that may be submitted in support of the nomination (see 4.1 -4.5).
- 5.1.2.3 The notification shall indicate that:
 - 5.1.2.3.1 Each nominee, if s/he wishes to be considered a candidate, should submit a mini-file of supporting material consistent with the criteria for the award but must at least sign a release allowing members of the University Leaves and Honors Committee access to his/her Personnel Action File. The mini-file must specifically address the criteria for the award.
 - 5.1.2.3.2 The mini-file and/or release must be received in the office of the AVPFA by no later than 5 p.m. on the Wednesday immediately prior to the Thanksgiving holiday.
 - 5.1.2.3.3 The failure to submit a mini-file or release by this time will be taken to mean that the nominee does not wish to be considered a candidate for this award.
- 5.1.3 The AVPFA shall collate the documents from all those wishing to be considered candidates and then forward the list of candidates, together with all documents supporting these candidacies, to the Chair of the University Leaves and Honors Committee on the Monday immediately following the Thanksgiving holiday.
- 5.1.4 The AVPFA, upon receipt from the University Leaves and Honors Committee of the notification of their selection of the recipient of this award, shall notify the Provost as to the name of the recipient and shall forward to the Provost the person's mini-file and other supporting documents, including the cover document provided by the Committee.
- 5.2 The University Leaves and Honors Committee shall:
 - 5.2.1 Receive from the AVPFA the list of candidates for this award, together with all documents supporting their candidacies.
 - 5.2.2 Applying the criteria implicit in the purpose of this award (see 1.2) and the policies relevant to this award (see 4.1 – 4.5), select a recipient for the current academic year.
 - 5.2.3 By the 1st working day in January, notify the AVPFA of the identity of the selected recipient, and forward to the AVPFA that person's mini-file, together with a cover document indicating the basis for the Committee's selection.

5.3 The Provost and Vice President for Academic Affairs shall:

- 5.3.1 Receive from the AVPFA the name of the person selected to receive this award, together with the supporting documents.
- 5.3.2 Inform the President of the name of the person selected to receive this award and make the supporting documents available to the President if he so desires.
- 5.3.3 Announce, or ask the President to announce, the recipient at the same time as, and in a manner similar to, the announcement of the recipients of the Lyle E. Gibson Dominguez Hills Distinguished Teacher; the Research, Scholarship, and Creative Activities, and the Service awards.
- 5.3.4 Cause the name of the recipient to be acknowledged at Honors Convocation and at Commencements that year in a manner similar to that of the other faculty recipients.
- 5.3.5 Cause the recipient to be acknowledged at other appropriate awards receptions.
- 5.3.6 Cause a certificate and a monetary award to be given to the recipient.

6.0 PROCEDURES (This sections consists of a summary of the steps described in section #6, with those steps placed in chronological order.)

6.1 The Assistant Vice President for Faculty Affairs

- 6.1.1 The AVPFA shall be responsible for organizing the nomination process for this award.
 - 6.1.1.1 By the 16th working day in September of each year, the AVPFA shall cause a notification to be issued to all CSUDH faculty, staff and students announcing the nomination process for this award.
 - 6.1.1.1.1 This notice shall go in e-mail format to the entire campus community and/or be posted so that everyone has access to it.
 - 6.1.1.1.2 The notice shall include the purpose of this award (see 1.2) and the policy concerning eligibility and the types of evidence that may be submitted in support of the nomination (see 4.1 -4.5).
 - 6.1.1.1.3 The nomination notification shall indicate that:
 - 6.1.1.1.3.1 Any member of the campus community -- faculty, staff or student -- may nominate a faculty member for the award.

- 6.1.1.1.3.2 All nominations must include the reason(s) why the person being nominated warrants consideration for the award.
 - 6.1.1.1.3.3 All nominations must be signed by the person making the nomination.
 - 6.1.1.1.3.4 Each member of the campus community may nominate no more than one person.
 - 6.1.1.1.3.5 Faculty may nominate themselves.
 - 6.1.1.1.3.6 All nominations must be received in the office of the AVPFA by 5 p.m. on the 16th working day in October.
- 6.1.2 The AVPFA shall collate the nominations, confirm the eligibility of those nominated, and then notify each of the eligible nominees of his/her nomination.
- 6.1.2.1 The notification shall be sent by the 1st working day in November.
 - 6.1.2.2 The notification shall include the purpose of this award (see 1.2) and the policy concerning eligibility and the types of evidence that may be submitted in support of the nomination (see 4.1 -4.5).
 - 6.1.2.3 The notification shall indicate that:
 - 6.1.2.3.1 Each nominee, if s/he wishes to be considered a candidate, should submit a mini-file of supporting material consistent with the criteria for the award but must at least sign a release allowing members of the University Leaves and Honors Committee access to his/her Personnel Action File. The mini-file must specifically address the criteria for the award.
 - 6.1.2.3.2 The mini-file and/or release must be received in the office of the AVPFA by no later than 5 p.m. on the Wednesday immediately prior to the Thanksgiving holiday.
 - 6.1.2.3.3 The failure to submit a mini-file or release by this time will be taken to mean that the nominee does not wish to be considered a candidate for this award.
- 6.1.3 The AVPFA shall collate the documents from all those wishing to be considered candidates and then forward the list of candidates, together with all documents supporting these candidacies, to the Chair of the University Leaves and Honors Committee by the Monday immediately following the Thanksgiving holiday.

6.2 The University Leaves and Honors Committee shall:

- 6.2.1 Receive from the AVPFA the list of candidates for this award, together with all documents supporting their candidacies.
- 6.2.2 Applying the criteria implicit in the purpose of this award (see 1.2) and the policies relevant to this award (see 4.1 – 4.5), select a recipient for the current academic year.
- 6.2.3 By the 1st working day in January, notify the AVPFA of the identity of the selected recipient, and forward to the AVPFA that person's mini-file, together with a cover document indicating the basis for the Committee's selection.

6.3 The Provost and Vice President for Academic Affairs shall:

- 6.3.1 Receive from the AVPFA the name of the person selected to receive this award, together with the supporting documents.
- 6.3.2 Inform the President of the name of the person selected to receive this award and make the supporting documents available to the President if he so desires.
- 6.3.3 Announce, or ask the President to announce, the recipient at the same time as, and in a manner similar to, the announcement of the recipients of the Lyle E. Gibson Dominguez Hills Distinguished Teacher; the Research, Scholarship, and Creative Activities, and the Service awards.
- 6.3.4 Cause the name of the recipient to be acknowledged at Honors Convocation and at Commencement that year in a manner similar to that of the other faculty recipients.
- 6.3.5 Cause the recipient to be acknowledged at other appropriate awards receptions.
- 6.3.6 Cause a certificate and a monetary award to be given to the recipient.