



## DISTINGUISHED FACULTY AWARDS PROGRAM

### **Policy Title: Distinguished Faculty Awards Program Policy**

**Policy Type:** Administrative

**Policy Number:** Administrative Policy #30-12 (2018)

**Approved:** 07/11/2018

**Responsible Office:** Provost and Vice President of Academic Affairs

**Responsible Executive:** Provost

**Applies to:** University Community

### **POLICY STATEMENT**

The Norfolk State University Distinguished Faculty Award Program Policy sets forth the University's efforts to recognize and honor teaching faculty who have distinguished themselves in the following categories: 1) teaching, 2) scholarship, 3) service, or 4) overall excellence.

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### **DEFINITIONS (None)**

### **CONTACT(S)**

The President through the Provost officially interprets this policy. The President is responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) *Creating and Maintaining Policies* through the appropriate governance structures. The Provost and Vice President of Academic Affairs has responsibility for administering the Faculty Awards Program and should be contacted if there are questions regarding this policy.

### **DISTINGUISHED FACULTY AWARDS PROGRAM: POLICY CONTENTS**

#### **Awards**

##### **A. Distinguished Teaching Award**

Consisting of a cash award and a nonmonetary gift, determined each year, this award is given to a faculty member in recognition of being an outstanding teacher. This may be evidenced by being an inspiration to students, by utilizing stimulating techniques, materials and methods

designed to promote learning, or by outstanding attention to the development of curriculum, learning materials and teaching strategies, by serving in a teaching capacity outside the classroom and University or by any combination of the above.

#### **B. Distinguished Scholarship Award**

Consisting of a cash award and a nonmonetary gift, determined on an annual basis, this award is given to a faculty member in recognition of being outstanding scholar, as scholarship is defined in his/her discipline. The recipient should have demonstrated a pattern of productive scholarly activity which has been recognized nationally or internationally, as appropriate. Traditional research, creative endeavors and other scholarly activity are included in this category.

#### **C. Distinguished Service Award**

Consisting of a cash award and a nonmonetary gift, determined on an annual basis, this award is given to recognize a faculty member who has performed superior service to the University, their profession or the community at-large. The emphasis of this award will rotate each in the following order: 1) professional service, 2) University service, 3) public service. This may be evidenced by activities which extend beyond normal expectations, unique contributions, or long-standing leadership and impact on the University and beyond.

#### **D. University Professor Award**

Consisting of a cash award (typically of a larger amount than the other awards) and a nonmonetary gift, determined on an annual basis, this award is given to recognize a faculty member who has performed in a superior manner in teaching, scholarly activity and service as described above. This award is one of the highest honors the University can bestow on one of its faculty and is awarded only to an exceptional individual.

#### **Nomination Process**

Distinguished Faculty Awards are presented to faculty members chosen from nominations by colleagues or department chairs. The program announcement indicating the nomination and selection period is made annually by the President. Nominations of qualified faculty can be made by anyone. Self-nominations are not accepted. Nominations are submitted to the nominee's department chair, except when a department chair is nominated, the nomination is submitted directly to the appropriate Dean. Department chairs receive nominations from others and are also expected to initiate nominations based upon their review of all teaching faculty in their department. Department chairs forward nominations with supporting documentation to the College/School Dean. The Dean is responsible for compiling the supporting documentation for a department chair as nominee. The Dean reviews and selects, if necessary, one nominee per category from his/her school. The Dean submits six (6) copies of the nomination package consisting of documentation of each nominee's accomplishments along with a letter of endorsement, to the President's Office before the established deadline. Nomination packages should be no more than twenty pages.

#### **Selection**

The membership of the committees is not made public. Committee members serve for a two year term. The committee membership shall consist of tenured teaching faculty members, one

from each academic college/school, and one support staff representative. The committee deliberations will be held in confidence. Each committee will develop the specific rules for their selection for the President's approval. The committee will function under the approved rules and submit their selection to the President for approval and award. The committee may choose not to award any of the nominees presented.

### **Award Announcement and Presentation**

The committee selections are presented to the President who will either accept or reject the committee's selection. If the President chooses to reject the committee's selection, no award will be made for the category. Awards are typically announced and presented during the spring semester at an appropriate event. All cash awards are presented net of applicable federal and state taxes. The President will notify the recipients and the faculty of the winners.

### **PUBLICATION**

This policy will be published in the NSU Policy Library on the University website as required by BOV Policy # 01 (2014) *Creating and Maintaining Policies*.

### **REVIEW SCHEDULE**

- Next Scheduled Review: 07/11/2021
- Approval by, date: President, 07/11/2018
- Revision History: 3/1/2006; 11/14/2011; 4/16/2018; 07/11/2018
- Supersedes: Policy #1 Distinguished Faculty Award Program Policy

### **RELATED DOCUMENTS**

2012 Teaching Faculty Handbook Section 3.10.1 Distinguished Faculty.  
<https://www.nsu.edu/Assets/websites/provost/forms/pdf/Teaching-Faculty-Handbook.pdf>

### **FORMS**

Distinguished Faculty Information Packet and Nomination Form  
<https://www.nsu.edu/policy/Distinguished-Faculty-Award-Program-Nomination-Form>