ADMIINISTRATIVE POLICY #30-12 DISTINGUISHED FACULTY AWARDS PROGRAM

Policy Title: Distinguished Faculty Awards Program Policy

Policy Type: Administrative

Policy Number: 30-12

Approval Date: 9/24/2026

Responsible Office: Office of the Provost and Vice President for Academic Affairs

Responsible Executive: Provost and Vice President for Academic Affairs

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

Distinguished Faculty: The Distinguished Faculty Awards Program is an internal program designed to recognize and honor faculty who have distinguished themselves in teaching, scholarship and grantsmanship, and University service. The program is managed by the Office of the President.

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CONTACTS

The President through the Provost and Vice President for Academic Affairs 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 for Academic Affairs has responsibility for administering the Faculty Awards Program and should be contacted if there are questions regarding this policy.

STAKEHOLDERS

University community, especially teaching faculty

POLICY CONTENTS: DISTINGUISHED FACULTY AWARDS PROGRAM

A. Awards

1. Distinguished Teaching Award

Consisting of a cash award and a non-monetary gift, determined annually, 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; 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.

2. Distinguished Scholarship Award

Consisting of a cash award and a non-monetary gift, determined annually, this award is given to a faculty member in recognition of being an 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 activities are included in this category.

3. Distinguished Service Award

Consisting of a cash award and a non-monetary gift, determined annually, 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 in the following order: 1) professional service, 2) University service, 3) public service. This may be evidenced by activities that extend beyond normal expectations, unique contributions, or long-standing leadership and impact on the University and beyond.

4. University Professor Award

Consisting of a cash award (typically of a larger amount than the other awards) and a non-monetary gift, determined each year, 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.

B. Selection Committees

The President shall appoint selection committees for each award, the membership of which will not be announced.

To fairly represent each discipline, the selection committees will consist of tenured teaching faculty members, one chosen from each academic school. No one with the title higher than department chair is eligible to serve on the selection committee. Teaching faculty members should comprise the majority of committee members, with just one representative from appropriate support staff.

C. Procedures

1. All deliberations of the selection committees must be held in complete confidence.
2. Eight (8) copies of each nomination will be received in the President's Office by the established deadline as announced by the President's Office; the selection process will begin immediately thereafter.
3. Specific rules under which the selection committees will operate will be developed by the committees and approved by the President or his/her designee.

D. Nominations

Nomination of faculty may be made by anyone, except oneself, and should be made directly to the chairperson of the faculty member's department. In addition, the chairperson of each department is urged to review all faculty members in the department each year and make appropriate nominations. The chairperson will prepare a thoroughly documented recommendation and forward it to the dean's office for review. If the faculty member to be nominated is a department chair, the nomination should be made directly to the appropriate dean, who will be responsible for preparing the documented recommendation.

There will be no more than one (1) nomination per category per academic school. For each nominee, the dean will add a letter of endorsement summarizing the accomplishments of the nominee and will forward eight (8) copies of the nomination package directly to the President by the established deadline. The President will then forward the packages to the appropriate selection committee as appointed by the President. The committee will then meet in a closed session to evaluate the documentation and offer a recommendation in each category to the President. The awardees will be announced at the fall convocation. The selection committees may or may not make recommendations for all categories each academic year. Also, the President may or may not accept the recommendations of the selection committees. In such instances, no awards will be made in that specific category for the academic year.

EDUCATION AND COMPLIANCE

The Provost and Vice President for Academic Affairs shall be responsible for designating a person who will instruct the members of the Selection Committee on the requirements of this policy on an annual basis or prior to the Committee commencing its work, whichever comes first. Records of the process will be maintained in the Office of the Provost and Vice President for Academic Affairs.

To ensure conformity to this policy's requirements, the Office of the Provost and Vice President for Academic Affairs will monitor for compliance with this policy. Violations of this policy will be reported to the Provost and Vice President for Academic Affairs. Noncompliance with this policy can lower the morale of exemplary faculty and symbolize the lack of recognition of the commitment of faculty to academic excellence.

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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: 03/01/2029
- Approved by: President's Cabinet
- Approval Date: 07/11/2018; 11/04/2021; 09/24/2026
- Revision History: 3/1/2006; 11/14/2011; 4/16/2018; 07/11/2018; 04/27/2021; 09/24/2026
- Supersedes: Policy #1 Distinguished Faculty Award Program Policy

RELATED DOCUMENTS

Teaching Faculty Handbook, Section 3.9.1 Distinguished Faculty

FORMS

Distinguished Faculty Information Packet and Nomination Form