

POLICY ON FACULTY AWARDS (PFA)
(This Policy Statement supersedes PS 20-02)

This policy statement was recommended by the Academic Senate on March 11, 2021 and approved by the President on March 24, 2021.

1.0 INTRODUCTION

California State University, Long Beach recognizes and honors faculty of the University for their varied contributions to our academic mission. The recipients of these awards are individuals who have shown exceptional performance. Each award has its own administrative procedures governing the nomination and selection processes. In any year, a candidate shall not apply for more than one (1) award.

2.0 ADMINISTRATION

2. 1. The Faculty Personnel Policies Council (FPPC) will develop, recommend, and review the Policy on Faculty Awards.

2. 2. A University Awards Committee, a standing committee of the Faculty Personnel Policies Council, will select recipients of the following awards: the Outstanding Professor Award, the Nicholas Perkins Hardeman Academic Leadership Award, the Distinguished Faculty Scholarly and Creative Achievement Award, the Distinguished Faculty Teaching Award, the Distinguished Faculty Advising Award, the Distinguished Faculty Research, Scholarly, and Creative Activities (RSCA) Mentoring Award Faculty Excellence in Equity, Diversity and Inclusion Award, the Early Academic Career Excellence Award, the Legacy Lecturer, the Faculty Long Service Award, and any other awards designated by the Academic Senate.

2. 3. The University Awards Committee shall be comprised of eight (8) members:

- The Academic Senate Nominating Committee shall choose seven (7) members, at least five (5) of whom shall be past recipients of these awards from different colleges to serve;
- One (1) student member, selected by the ASI to review application materials and vote for the Distinguished Faculty Teaching Award, Distinguished Faculty Advising Award, and Distinguished Faculty RSCA Mentoring Award only.
- Members of the University Awards Committee shall serve two-year staggered terms.

2.4 The University Awards Committee chair shall submit an annual report to the FPPC (Faculty Personnel Policies Council) that includes for example any recommendations for changes in the definitions or procedures for selecting recipients of awards listed in 2.2, and consult with FPPC as needed regarding procedure.

3.0 AWARDS AND PROCEDURE

1. Eligibility: Each award has unique eligibility criteria. Unless otherwise specified, any non-retired Unit Three faculty member is eligible. Retirement during the academic year does not forfeit eligibility for that year.

3.2. Call for Nomination. The Chair of the Academic Senate working with the Provost's Office will solicit nominations from the entire campus community for each of the awards. Deadlines, application procedures, and award criteria will be listed on the Academic Senate web site.

3.3 In any year, the University Awards Committee shall not give more than 3 awards per category and no more than an overall total of 16 awards. These limits exclude the Nicholas Perkins Hardeman Academic Leadership Award (see section 11), Legacy Lecturer (see section 12) and the Faculty Long Service Recognition Awards (see section 13).

3.4. In any year, the University Awards Committee may choose not to grant an award in any or all categories.

4.0 OUTSTANDING PROFESSOR AWARD

4.1. Purpose: The Outstanding Professor Award, established in 1980, is designed to encourage, reward, and publicly acknowledge outstanding professorial performance. This award is the only award given by California State University, Long Beach that recognizes excellence in all three (3) of the following areas: instruction and instructionally related activities, scholarly and creative activities, and professional service.

4.2. Eligibility: Eligible candidates for the award are Unit 3 employees at the Associate level or above, or equivalent rank or range. A significant portion of the nominee's accomplishments must have been achieved while a faculty member at California State University, Long Beach. Past recipients of the Outstanding Professor Award at this University are not eligible for this award.

4.3. Nomination: Nominations for the Outstanding Professor Award may be submitted by university faculty, staff, administrators, students, and alumni/ae. Any nominator may nominate only one (1) candidate for this award in a given academic year. The letter of nomination, signed by the nominator(s), shall identify the nominee and shall provide a brief rationale for the nomination. Nomination letters shall be submitted to the Academic Senate office. Self-nominations are permitted.

4.4. Evaluation Criteria: A record of excellence, including the significance of the nominee's contributions, must be demonstrated in each area of professional responsibility: Instruction and Instructionally Related Activities, Scholarly and Creative Activities and Professional Service.

4.5. Submission: Nominees for this award shall be notified of their nomination and provided with guidelines by the Chair of the Academic Senate. Candidates who accept their nomination shall submit documentation to the Academic Senate Office that addresses the award criteria (see application packet).

Nominees should submit:

- A completed Application Form;
- A 3-5 page summary statement highlighting the nominee's accomplishments in all three (3) categories: teaching, scholarship, and service;
- A current curriculum vitae;
- One (1) set of exemplary teaching materials;
- One (1) example of recent exemplary scholarly/creative activity;
- One (1) example of exemplary service;
- Up to a total of three (3) letters of support addressing the outstanding contributions of the nominee.

4.6. Selection: The University Awards Committee shall evaluate the evidence submitted by each nominee. The name(s) of the award recipient(s) shall be forwarded to the Academic Senate Office.

5.0 DISTINGUISHED FACULTY SCHOLARLY AND CREATIVE ACHIEVEMENT AWARD

5.1. Purpose: The Distinguished Faculty Scholarly and Creative Achievement Award, established in 1982, is designed to encourage, reward, and publicly acknowledge sustained excellence in scholarly and creative achievement by members of the University's faculty. The award recognizes excellence in the visual and performing arts, in the publication of scholarly work, in the completion of research and sponsored projects, and in the development of new and innovative ideas in research and problem solving.

5.2. Eligibility: All Unit-3 faculty are eligible for the award. Nominees must have been employed by the University for a minimum of five (5) years. The award is based on a candidate's achievements while a faculty member of California State University, Long Beach. A period of ten (10) years must have elapsed before a past recipient of this award is eligible for it again.

5.3. Nomination: Nominations for the Distinguished Faculty Scholarly and Creative Achievements Award may be submitted by university faculty, staff, administrators, students, and alumni/ae. Any nominator may nominate only one (1) candidate for this award in a given academic year. The letter of nomination, signed by the nominator(s), shall identify the nominee and shall provide a brief rationale for the nomination. Nomination letters shall be submitted to the Academic Senate Office. Self-nominations are permitted.

5.4. Evaluation Criteria: A record of sustained excellence and the significance of the nominee's contributions must be demonstrated.

5.5. Submission: Nominees for this award are notified of their nomination and provided with application guidelines by the Chair of the Academic Senate. The candidates who accept their nomination shall submit an application and the required materials to the Dean of their college.

Materials needed for submission include:

- A completed Application Form;
- A 3-5 page summary statement by the nominee highlighting their scholarly and creative achievements in relation to the award criteria;
- A current curriculum vitae; and
- Up to 5 examples of scholarly and creative achievements.
- Up to a total of three (3) letters of support addressing the outstanding scholarly and creative activities of the nominee and the impact of their achievements on the field.

5.6. Review and Ranking by the College Awards Committee. All applications received by the Dean shall be sent to the College Awards Committee. The College Awards Committee shall review and rank the submissions. The College Awards Committee may choose not to recommend any nominee to the Academic Senate Office, noting their decision.

The College Awards Committee shall then forward all nominees' submitted materials, along with the Committee's recommendation and ranking, to the Academic Senate Office.

5.7. College Award Committee: The membership of, and the mechanism for the selection of, a College's Award Committee will be determined by the Faculty Council of that College.

5.8. Review by the University Awards Committee: The University Awards Committee shall make the final selection of the award recipient(s) from the ranked nominees forwarded by the College Awards Committees. The name(s) of the award recipient(s) shall be forwarded to the Academic Senate Office.

6.0 DISTINGUISHED FACULTY TEACHING AWARD

6.1. Purpose: The Distinguished Faculty Teaching Award, established in 1986, is designed to encourage, reward, and publicly acknowledge sustained excellence in teaching by members of the University's faculty. Of the awards granted in a given year, one is open only to lecturers, while the others are open to both tenured/tenure-track and lecturer faculty.

6.2. Eligibility: All Unit-3 faculty are eligible. Nominees must have been employed by the University for a minimum of five (5) years. To be considered, nominees must have completed a minimum of 90 WTU or an equivalent assignment relative to the University's instructional mission. A period of ten (10) years must elapse before a recipient is again eligible for this award.

6.3. Nomination: Nominations for the Distinguished Faculty Teaching Award may be submitted by university faculty, staff, administrators, students and/or alumni/ae. Any nominator may nominate only one (1) candidate for this award in a given academic year. The letter of nomination, signed by the nominator(s), shall identify the nominee, and shall provide a brief rationale for the nomination. Nomination letters shall be submitted to the Academic Senate Office. Self-nominations are permitted.

6.4. Evaluation Criteria: A record of excellence, including the significance of the nominee's contribution must be demonstrated in instruction and instructionally-related activities. Nominees shall be evaluated on submitted materials that explain their pedagogical approaches and methods, their professional growth in teaching, and their contributions to student learning and development.

6.5. Submission: Nominees for this award are notified of the nomination and provided with application guidelines by the Chair of the Academic Senate. The candidates who accept nomination shall submit an application and the required materials to the Dean of the college. Materials needed for submission include:

- A completed Application Form,
- A 3-5 page summary statement by the nominee highlighting their teaching in relation to the award criteria;
- A current curriculum vitae;
- From one (1) class, chosen and currently taught by the nominee: Class syllabus; All materials used to assess student learning; A complete set of course supplementary instructional materials; and a copy of class syllabi from other classes that the nominee regularly teaches up to a maximum of three (3);
- Up to a total of five (5) letters of support addressing the quality of instruction of the nominee from faculty, students, and/or other sources; and
- Summary report of Student Evaluations of Instructor for all classes that were evaluated for the last five (5) years.

6.6. Review and Ranking by the College Awards Committee. All applications received by the Dean shall be sent to the College Awards Committee. The College Awards Committee shall review and rank the submissions. The College Awards Committee may choose not to recommend any nominee to the Academic Senate Office, noting their decision.

The College Awards Committee shall then forward the nominees' submitted materials, along with the Committee's recommendation and ranking, to the Academic Senate Office.

6.7. See 5.7 for information concerning the College Awards Committee.

6.8. Review by the University Awards Committee: The University Awards Committee shall make the final selection of the award recipient(s) from the ranked nominees forwarded by the College Awards Committees. The name(s) of the award recipient(s) shall be forwarded to the Academic Senate Office.

7.0. DISTINGUISHED FACULTY ADVISING AWARD

7.1. Purpose: The Distinguished Faculty Advising Award, established in 2008, is designed to encourage, reward, and publicly acknowledge sustained excellence in academic advising by members of the University's faculty. Nominees shall be evaluated based on evidence of effective qualities, practices and impact in advising undergraduate or graduate students (including postbaccalaureates).

7.2 Scope: Academic advising encompasses activities that assist students to define and plan the coursework in their degree program/minor/certificate to achieve their educational goals. Candidates will identify their expertise and contributions within one of the following areas to be considered for this award:

- a) undergraduate academic advising
- b) graduate/postbaccalaureate academic advising

7.3. Eligibility: All Unit-3 faculty are eligible. These awards are designed to honor candidates outstanding records of advising over three (3) or more years. A period of ten (10) years must elapse before a recipient is again eligible for this award.

7.4. Nomination: Nominations for the Distinguished Faculty Advising Award may be submitted by university faculty, staff, administrators, students and/or alumni/ae. Any nominator may nominate only one (1) candidate for this award in a given academic year. The letter of nomination, signed by the nominator(s), shall identify the nominee, and shall provide a brief rationale for the nomination. Nomination letters are due at the Academic Senate Office. Self-nominations are permitted.

7.5. Evaluation Criteria: A record of excellent and committed advising, including the significance of the nominee's impact on students' success, and demonstrated skills in areas of advising. The quality of performance will be the determining factor.

7.6. Submission: Candidates who accept their nomination shall submit an application and the required materials to the Academic Senate Office.

Materials needed for submission are:

- A completed Application Form;
- Up to a total of ten letters of support addressing the quality of advising of the nominee from faculty, students, and/or alumni;
- A 3-5 page summary statement by the nominee highlighting their advising in relation to the above criteria;

- Evidence that the candidate's advising significantly impacted student success.

7.7. Selection: The University Awards Committee shall evaluate the evidence submitted by each nominee. The name(s) of the award recipient(s) shall be forwarded to the Academic Senate Office.

8.0. DISTINGUISHED FACULTY RESEARCH, SCHOLARLY, AND CREATIVE ACTIVITIES (RSCA) MENTORING AWARD

8.1. Purpose: The Distinguished Faculty RSCA Mentoring Award, established in 2021, is designed to encourage, reward, and publicly acknowledge sustained excellence in RSCA mentoring by members of the University's faculty. Nominees shall be evaluated based on evidence of effective qualities, practices and impact in mentoring undergraduate or graduate students (including postbaccalaureates).

8.2. Eligibility: All Unit-3 faculty are eligible. These awards are designed to honor candidates outstanding records of mentoring. Nominees must have been employed by the University for a minimum of five (5) years. A period of ten (10) years must elapse before a recipient is again eligible for this award.

8.3. Nomination: Nominations for the Distinguished Faculty RSCA Mentoring Award may be submitted by university faculty, staff, administrators, students and/or alumni/ae. Any nominator may nominate only one (1) candidate for this award in a given academic year. The letter of nomination, signed by the nominator(s), shall identify the nominee, and shall provide a brief rationale for the nomination. Nomination letters are due at the Academic Senate Office. Selfnominations are permitted.

8.4. Evaluation Criteria: A record of excellent and committed mentoring, leading to professionally valued scholarly and creative activities by students. The significance of the nominee's impact on students' success will be the determining factor.

8.5. Submission: Candidates who accept their nomination shall submit an application and the required materials to the Academic Senate Office.

Materials needed for submission are:

- A completed Application Form;
- Up to a total of ten letters of support addressing the quality of mentoring of the nominee from faculty, students, and/or alumni;
- A 3-5 page summary statement by the nominee highlighting their mentoring in relation to the above criteria;
- Evidence that the candidate's mentoring significantly impacted student success.

8.6. Selection: The University Awards Committee shall evaluate the evidence submitted by each nominee. The name(s) of the award recipient(s) shall be forwarded to the Academic Senate Office.

9.0 FACULTY EXCELLENCE IN EQUITY, DIVERSITY & INCLUSION

9.1. Purpose: The Award for Faculty Excellence in Equity, Diversity and Inclusion, established in 2021, is designed to encourage, reward, and publicly acknowledge transformative equity, diversity and inclusive leadership to California State University, Long Beach in two or more of the following areas:

- a. Instruction and instructionally-related activities
- b. Research, scholarly and/or creative activities
- c. Advising and mentoring students, staff and/or faculty
- d. University, community and/or professional service. The award will be given annually.

9.2. Eligibility: A significant portion of the nominee's accomplishments must have been achieved while a faculty member at California State University, Long Beach. Past recipients are not eligible for this award. All unit 3 employees are eligible to receive the award.

9.3. Nomination: Nominations for the Award for Faculty Excellence in Equity, Diversity & Inclusion may be submitted by university faculty, staff, administrators, students, and alumni/ae. Selfnominations are permitted. Any nominator may nominate only one (1) candidate for this award in a given academic year. The letter of nomination, signed by the nominator(s), shall identify the nominee and shall provide a brief rationale for the nomination. Nomination letters shall be submitted to the Academic Senate office.

9.4. Evaluation Criteria: A record of excellence, including the impact of the nominee's contributions, must be demonstrated in two or more of the areas listed in section 9.1.

Criteria specific to this award include:

- Activities focused on historically and/or contemporarily marginalized communities, such as race, ethnicity, disability, socioeconomic status, gender identity, or sexual orientation.
- Leadership that improves the outcomes, experiences, and climate at CSULB as represented by methods, services and approaches to advance equity, diversity and inclusion. Applicants should demonstrate leadership in two of the four areas listed in section 9.1.

9.5. Submission: Nominees for this award shall be notified of their nomination and provided with guidelines by the Chair of the Academic Senate. Candidates who accept their nomination shall submit documentation to the Academic Senate Office that addresses the award criteria (see application packet). Nominees should submit:

- A completed Application Form;
- A 3-5 page summary statement highlighting the nominee's accomplishments in 2 categories from section 9.1.
- A current curriculum vitae;
- Materials that demonstrate excellence in at least 2 of the areas noted in section 9.1.
- No more than 3 letters of support knowledgeable of or having experienced the candidate's performance in the 2 of the 4 areas noted in Section 9.1.

9.6. Selection: The University Awards Committee shall evaluate the evidence submitted by each nominee. The name(s) of the award recipient(s) shall be forwarded to the Academic Senate Office.

10.0 EARLY ACADEMIC CAREER EXCELLENCE AWARD

10.1 Purpose: The Early Academic Career Excellence Award, established in 2008, is designed to recognize outstanding and extraordinary academic and professional achievements of a faculty member at an early career stage. The Award recognizes individuals who have made major intellectual contributions to the profession and University and thereby have brought bringing distinction to the University.

10.2 .Eligibility: Eligible candidates for the award are at the rank of Assistant Professor (or equivalent rank for librarians and counselors) and in the first five (5) years of tenure-track employment at CSULB. The major accomplishments which make the nominee eligible for this award must have been achieved while a faculty member is in residence as a tenure-track faculty member at California State University, Long Beach.

10.3. Nomination: Nominations for the Early Academic Career Excellence Award may be submitted by University faculty, staff, administrators, students, and alumni/ae. Any nominator may nominate only one (1) candidate for this award in a given academic year. The letter of nomination, signed by the nominator(s), shall identify the nominee and shall provide a brief rationale for the nomination. Nomination letters shall be due at the Academic Senate Office. Self-nominations are permitted.

10.4. Evaluation Criteria: A record of excellent and extraordinary achievements, including the significance of the nominee's contributions to the University, demonstrated in all three (3) areas of professional responsibility: Instruction and Instructionally-Related Activities, Research and Scholarly and Creative Activities, and Professional Engagement and Service.

10.5. Submission: Nominees for this award shall be notified of their nomination and provided with guidelines by the Chair of the Academic Senate. Candidates who accept their nomination shall submit an application and the required documentation to the Dean of the College.

Nominees should submit:

- A completed Application Form;

- A 3-5 page summary statement highlighting the major contribution(s) that make the nominee eligible for this award in all three (3) categories: teaching, scholarship, and service;
- A current curriculum vitae;
- Up to five (5) examples of achievements. At least one (1) example of achievement should be included from each of the three (3) areas of professional responsibility.

10.6. Review and Ranking by the College Awards Committee. All applications received by the Dean shall be sent to the College Awards Committee. The College Awards Committee shall review and rank the submissions. The College Awards Committee may choose not to recommend any nominee to the Academic Senate Office, noting their decision. The College Awards Committee shall then forward the top-ranked nominee's submitted materials, along with the Committee's evaluation, recommendation, and ranking of other nominees, to the Academic Senate.

10.7. College Award Committee: See 5.7 for information concerning the College Awards Committee.

10.8. Review by the University Awards Committee: The University Awards Committee shall make the final selection of the award recipient(s) from the top-ranked nominees forwarded by the College Awards Committees. The name(s) of the award recipient(s) shall be forwarded to the Academic Senate Office.

11.0 THE NICHOLAS PERKINS HARDEMAN ACADEMIC LEADERSHIP AWARD

11.1. Purpose: The Nicholas Perkins Hardeman Academic Leadership Award is designed to acknowledge publicly and reward significant contributions to the principle and practice of shared governance at California State University, Long Beach. The award shall be presented to the recipient at a scheduled Academic Senate meeting before the end of the spring semester. The recipient of the Award shall be publicly recognized at the university's fall convocation. At most one (1) award is granted annually.

11.2. Eligibility. All faculty, including emeriti faculty (within five [5] years of the date of retirement), with the exception of previous award recipients, are eligible. Nominees must have been employed by the University for a minimum of five (5) years.

11.3. Nomination: Nominations for the Hardeman Academic Leadership Award may be submitted by university faculty, staff, administrators, students, and alumni/ae. Nominators may nominate only one (1) candidate for this award in a given academic year. The letter of nomination, signed by the nominator(s), shall identify the nominee and shall provide a brief rationale for the nomination. Nomination letters are due to the Academic Senate.

11.4. Evaluation Criteria: A candidate for this award shall have demonstrated exceptional leadership.

11.5. Submission: Nominees for this award are notified of their nomination and provided with application guidelines by the Chair of the Academic Senate. The candidates who accept their nomination shall submit an application and the required materials to the Academic Senate Office. Self-nominations are permitted.

Materials should include:

- A completed Application Form;
- A current curriculum vitae;
- A 3-5 page summary statement by the nominee highlighting contributions relevant to the award criteria; and
- Up to a total of five (5) supporting documents that may include letters and/or evaluations that are signed by faculty, students, administrators, and outside references.

11.6. Selection: The University Awards Committee shall evaluate the evidence submitted by each nominee. The Committee shall consider quality and uniqueness of contributions, not merely quantity of service. The name of the award recipient shall be forwarded to Academic Senate Office. The selection of the award winner shall be announced by the Chair of the Academic Senate.

12.0 LEGACY LECTURER

12.1. Purpose: The Legacy Lecture series provides an opportunity for honorees to address the University community, thus publicly sharing their wisdom, values, and visions as educators. Honorees are selected based on the legacy they leave to the campus.

The series provides an opportunity for faculty to address the key experiences and values that have shaped their lives as educators and scholars-and to share their visions for the future.

12.2. Eligibility: All faculty, emeriti faculty, and administrators are eligible.

12.3. Nomination: The spirit of the Legacy Lecture is non-competitive. It is not an award, but an honor. The University Awards Committee is encouraged to think broadly across the campus community to select Legacy Lecturers who have left or will leave a significant history of contributions to the University. Nominations for the Legacy Lecture may be submitted by university faculty, staff, administrators, students, alumni/ae, or members of the community-at-large. Any nominator may nominate only one (1) candidate for this honor in a given academic year. The letter of nomination, signed by the nominator(s), shall identify the nominee, and shall provide a brief rationale for the nomination based on section 12.4 below. Nomination letters are to be sent to the Academic Senate Office. Self-nominations are permitted.

12.4. Evaluation Criteria: Legacy Lecturers are those individuals who have demonstrated a commitment to the University and the wider community and are respected by their colleagues and students. Legacy Lecturers have a message to share with the University community to help us reflect on our past and think about our future.

12.5. Selection: The University Awards Committee shall select the Legacy Lecturer in the fall semester (or early in the spring semester) to give the Lecture in the spring semester.

12.6. The Event: The Lecture is open to the campus and the community. The Lecture is about 20 to 30 minutes long. A reception, organized by Faculty Affairs, follows the Lecture.

13.0 FACULTY LONG SERVICE RECOGNITION AWARDS

13.1. Purpose: The Faculty Long Service Recognition Award honors faculty members who have served the University honorably for 20 or more years.

13.2. Eligibility: All Unit-3 faculty of the University who have served any combination of full or part-time service of 20 or more years are eligible to be reviewed by the Academic Senate for recognition. Eligible faculty shall receive this award after 20 years of service at the University and every five years thereafter. Faculty Affairs will provide a list of faculty who are eligible for consideration by the Senate during the spring semester of each academic year.

13.3. The Executive Committee of the Academic Senate will review the list of potential awardees, and will forward a list of those who have served the University honorably for 20 or more years to the Academic Senate for its approval.

13.4. Academic Affairs will distribute a list of awardees to appropriate academic units and publicize the list at appropriate venues. Academic units are encouraged to publicly honor awardees.

EFFECTIVE: IMMEDIATELY