

Faculty Awards Guidelines
College of Information and Mathematical Sciences (CIMS)
Clayton State University

COMMITTEE SELECTION PROCESS

Membership on the selection committee will be limited to non-administrative faculty. Each program grouping in CIMS (mathematics and IT/CS/CNET) should elect two representatives to this committee. The chair will be elected by the committee. Should a vacancy occur on the selection committee, a new person from the same program grouping must be elected.

NOMINATION PROCESS

Any full-time faculty member in CIMS may nominate themselves or another candidate for these awards. Nominations for CIMS awards must include a written statement explaining the basis of the nomination. Nominees are encouraged to submit materials that relate to significant accomplishments.

AWARDS TIMELINE

The deadline for submission of all nomination materials, from nominators and nominees, is the **2nd Friday in February** each academic year. The Faculty Awards committee will review all eligible nominations submitted by the deadline. Awards will be presented to successful candidates during the spring semester.

CIMS Faculty Awards for Excellence in Contributions to Instruction:

Eligibility Criteria:

1. A nominee must demonstrate consistently superior teaching appropriate to his/her discipline, as manifested in such evidence as: student/peer evaluations, annual evaluations from the department head or associate dean (as appropriate), and a course syllabus.
2. The nominee must be a full-time, permanent faculty member of Clayton State for a minimum of three years.
3. The nominee must have a minimum of three consecutive years of more than two-thirds time in classroom teaching by the time the award is presented.
4. Nominees should be individuals whose contributions to Clayton State have been consistently positive. Thus, a nomination should be based on a given individual's *total* service to this institution.
5. Nominees may not include winners from the three previous years.
6. Nominees may not serve on the CIMS Faculty Awards Committee. If a member of this committee is nominated, the member must resign the position on the committee in order to continue as a nominee.

Amended February 10, 2012

Approved December 8, 2010

Required Submission Materials:

- ❑ Summary of Professional Activity
 - Most recent 3 year period.
 - It is not required to consolidate into one form.
- ❑ Student Evaluations and Comments
 - All available evaluations for same 3 year period as Summary of Professional Activity.
- ❑ Evaluations by unit head (Department Chair or Associate Dean) for the same 3 year period.
- ❑ Course Syllabus (optional for CIMS Award)
 - For the course of the videotaped session.
- ❑ A reflective statement about teaching and learning
 - Maximum 1 page.
 - Example instructions: “Please write 1-2 paragraphs about your teaching philosophy, and then explain how you accomplish those goals in your class. If you conduct research that facilitates this process, you may choose to include specific examples of how your research informs your teaching. Submit no more than 1 page.”
- ❑ Video (or other appropriate vehicle – see Video Guideline Sheet) capturing a single lesson delivered to student(s). (optional for CIMS Award)
 - The full video-taped lesson is to be digitized by CID, and delivered to the panel for review.
- ❑ Other information
 - Each nominee can submit up to 5 additional pages of information. This information can consist of anything the nominee feels will bolster his/her candidacy. Examples of other information include: *student thank-you notes, magazine articles written about the nominee, television appearances, or CV.*

CIMS Faculty Awards for Excellence in Contributions to Service:

Eligibility Criteria: Anyone with a full-time, permanent faculty appointment in CIMS who has been a faculty member for at least two years is eligible for this award. An individual who has previously received this award is eligible for consideration again after two years.

Selection Criteria:

1. Sustained excellence in service (public, professional/disciplinary, and/or University)
2. High-impact contributions to agencies, schools, communities, businesses, or other groups and individuals; evidence of major contributions affecting societies/associations beyond routine committee and officer service; and/or evidence of impact of contributions to the unit, college, campus, or University.

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Required Submission Materials:

1. A narrative of one to two pages, detailing the particular achievements of the nominee in service including evidence of excellence in service (i.e., sponsorship of student organizations, service to profession)
2. A current vita of the nominee, focused on accomplishments in service.
3. Summary of Professional Activity for the most recent three year period.
4. Additional pages of information showing evidence of the quality and/or impact of the service. (i.e., letters of support, evaluations of work)

CIMS Faculty Awards for Excellence in Contributions to Scholarly Activity:

Eligibility Criteria: Anyone with a full-time, permanent faculty appointment in CIMS who has been a faculty member for at least two years is eligible for this award. An individual who has previously received this award is eligible for consideration again after two years.

Selection Criteria:

1. Sustained excellence in scholarly activity.
2. Excellence in quality of the scholarly activity, (i.e., published papers, presentations at professional meetings).

Required Submission Materials:

1. A cover letter of one to two pages, detailing the particular achievements of the nominee in research including evidence of excellence in scholarly activity.
2. A current vita of the nominee, focused on accomplishments in scholarly activity.
3. Summary of Professional Activity for the most recent three year period.
4. Additional pages of information showing evidence of the quality and/or impact of the scholarly activity. (i.e., acceptance rates, number of citations)

This document may be amended at any time with approval by the college.
Last modified February 1, 2010

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