

President's Awards for Excellence

Policy Statement

The President's Awards for Excellence recognize exceptional performance of Southeastern faculty and staff. The President's Awards for Excellence – Faculty, recognize and reward exceptional performance by up to four faculty members in the areas of teaching, research, creative activity and service. The President's Award for Excellence in Service – Unclassified Staff, recognizes and rewards exceptional performance by an unclassified staff member in the area of service.

Recipients receive an appropriate plaque, a one-time \$3,000 salary supplement and recognition at the Annual University Convocation. In order to be eligible, recipients must be a full-time employee in active status when nominated and when recognized.

Applicability

This policy applies to all full-time faculty, including those with administrative appointments below the level of dean/library director, and unclassified staff who have completed at least five years of employment at Southeastern at the time of nomination.

The Nomination Process for President's Awards of Excellence

Nominees for the President's Award for Excellence in any category may be self-nominated or nominated by the following at Southeastern: a faculty colleague, a former faculty colleague, a department head, a dean/library director or the provost. The nomination shall be submitted to the appropriate dean/library director via an electronic application package. The application package will include the following:

1. Verification/signature page
2. Nomination letter
3. Application (Biographical sketch and Narrative)
4. Resume
5. Supporting Documentation

The Award Criteria for President's Awards of Excellence

Award criteria for each of the excellence awards may include but not be limited to the following activities while at Southeastern:

President's Award for Excellence in Teaching - Faculty

- a. Demonstrated high standards of teaching effectiveness
- b. Innovative teaching techniques
- c. Reputations in the eyes of students, colleagues, and alumni

- d. Evidence of sustained commitment to excellence in teaching

President's Award for Excellence in Research - Faculty

- a. Evidence of a commitment to a high level of research activity
- b. Evidence of quality scholarship in recognized publications
- c. Recognition in the profession as evidenced by activities, honors, placement, prestige of publishers of the nominee's books and journals
- d. Success in research proposals and grant activities

President's Award for Excellence in Creative Activity - Faculty

- a. Critical acclaim for one's efforts
- b. The prestige of organizations sponsoring one's creative activity
- c. Awards and honors received from professional organizations
- d. The prestige of organizations/venues sponsoring one's creative activity
- e. The prestige of journals and publishers producing one's works

President's Award for Excellence in Service - Faculty

- a. Demonstrated high levels of sustained commitment to service, including service on University committees, academic advising, participation in student recruiting and retention efforts, sponsorship of student organizations, participation in and the organization of campus seminars and symposia, and service to the community.
- b. Offices held/active participation in professional associations

President's Award for Excellence in Service – Unclassified Staff

- a. Demonstrated high levels of sustained commitment to service which may include but is not limited to: service on University committees, participation in student recruiting and retention efforts, sponsorship of student organizations, participation in and the organization of campus seminars and symposia, and service to the community.
- b. Offices held/active participation in professional associations.

The Awards Selection Process for President's Awards of Excellence

Nominations for the four faculty awards will be reviewed at the college/Library level and the university level.

Nominations for the unclassified service award will be reviewed at the division level and the university level.

College/Library Selection Procedure for the President's Awards for Excellence Nominees - Faculty

- a. Each department nominates a full-time faculty member to represent its department on the college selection committee. The college selection committee will consist of department faculty member representatives, the department heads, and the dean who will serve as the chair of the committee.
- b. In the case of the library, the director of the library and the faculty shall determine the composition and selection process of the library committee to review nominations from the library. The director of the library will chair the committee that will be comprised of no fewer than three full time faculty members of the library.
- c. After review, each selection committee will submit **at most**, the name of one nominee for each award (teaching, research, service, and creative activity) to the provost. In any given year, an individual selection committee may elect not to submit a nominee for any particular award.

Division Selection Procedure for the President's Awards for Excellence Nominees – Unclassified staff

- a. Each division will have a review committee of three or five unclassified staff members from the division. The vice-president of each division will appoint committee members and its chair.
- b. In any given year, a division selection committee may elect not to submit a nominee for the award. Each division's selection committee may submit **at most** one nominee for the award to the provost.

University Selection Procedure for President's Awards for Excellence – All awards

- a. For each of the four faculty excellence awards, a committee will be formed consisting of two deans/library director who are randomly selected by the provost, the most recent recipient of that award, a faculty senate representative, and a faculty member selected by the provost from a list of names submitted by the deans/library director.
- b. For the unclassified staff excellence in service award, a committee will be formed consisting of the most recent recipient of the award and an unclassified staff member from each division appointed by the division vice-president. The most recent recipient of the award will serve as the chair of the committee. In the event the most recent recipient of the award is no longer employed at Southeastern, the provost will appoint the chair of the committee.
- c. After reviewing nominees, each committee will submit **at most**, the name of one candidate to the provost as its recommendation for that particular President's Award for Excellence.

Schedule for Selection of Recipients

The following schedule* shall be followed in selecting the recipients of the President's Award for Excellence.

October 1	Deadline for nominees to submit application packages for President's Awards for Excellence
October 8	Names of individuals selected by the academic departments to serve as departmental representatives to the college selection committee should be submitted to the dean. In the case of the library, the committee members should be selected in accord with its procedures.
October 15	The dean/library director will notify the college/library committee members of nominations received and set a date for the committee to meet.
October 15	Each vice president will appoint a committee (and chair) to review the nominations for the Unclassified Staff award for his/her division.
November 15	Review completed at the college/library and division levels. Committee chairs will forward at most one name, as well as a statement of endorsement as their recommendation, to the provost.
December 1	The faculty senate president forwards the names of four senate members to serve (one per awards committee) on the university committees to the provost.
December 1	Each vice president will forward to the provost the name of the unclassified staff member from his/her division to serve on the University committee for the Unclassified Staff award.
February 15	The provost will notify members of their appointment to the University Excellence Award committees.
April 15	The University Excellence Award committees forward at most , one name, as well as a statement of endorsement as their recommendation to the provost.
August	Recipients of the President's Awards for Excellence are announced at Fall Convocation.

* In the event that University offices are closed on any of these dates, the next date that offices are open will become the deadline for that step in the process.

[End of Policy]