



Southeastern Louisiana University

President's Awards for Excellence

Faculty Handbook

Part V: Rights and Privileges Pertaining to Faculty

Section F. President's Awards for Excellence

Classified Employee Handbook

Part V: Rights and Privileges Pertaining to Classified Employees

Section F. President's Awards for Excellence

Unclassified Employee Handbook

Part V: Rights and Privileges Pertaining to Unclassified Employees

Section F. President's Awards for Excellence

Updated Spring 2003

THE AWARDS SELECTION PROCESS FOR PRESIDENT'S AWARDS OF EXCELLENCE – FACULTY

The President's Award for Excellence in Artistic Activity

1. Nominations of Faculty for the President's Award for Excellence in Artistic Activity

All full-time faculty members, including those with administrative appointments below the level of dean/library director may be nominated for the President's Award for Excellence in Artistic Activity. Nominees 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 packet shall be submitted to the appropriate dean/library director. A nomination shall consist of a letter of nomination and a package of materials supporting the nomination. The materials must fit in a three inch, three ring binder, and should include the following:

- a. A completed letter of nomination
- b. A current resume
- c. A statement of up to three pages by the nominee which provides supporting documentation of the nomination
- d. Letters of support from appropriate individuals
- e. Other items that support the nomination as deemed relevant by the nominee

2. Criteria

Nominees should be able to document sustained excellence in contributions to the creative and/or performing arts. This pursuit of excellence must have brought significant recognition to the University by enhancing its image. The nomination criteria or accomplishments may include but not be limited to the following activities while at Southeastern:

- a. The prestige of galleries sponsoring one's exhibits
- b. The prestige of journals and publishers producing one's works
- c. Critical acclaim for one's efforts
- d. The Prestige of organizations sponsoring one's performances

- e. Awards and honors received from professional societies

3. College/Library Selection Procedure for the President's Awards for Excellence Nominees

- a. Each department nominates a full time faculty members 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. In any given year, an individual selection committee may elect not to submit a nominee for any particular award. Each selection committee may submit only one nominee for each award (teaching, research, service, and artistic activity). Should more than one name be forwarded for a particular award from one selection committee, neither name will be considered further.

4. University Selection Procedure for President's Awards for Excellence: University Committees

- 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. 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 in Artistic Activity.

5. Award Process

At the Fall Convocation the President of Southeastern will recognize the recipient with a one-time \$3,000 salary supplement and an appropriate plaque.

The President's Award for Excellence in Research

1. Nominations of Faculty for the President's Award for Excellence in Research

All full-time faculty members, including those with administrative appointments below the level of dean/library director may be nominated for the President's Award for Excellence in Research. Nominees 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 packet shall be submitted to the appropriate dean/library director. A nomination shall consist of a letter of nomination and a package of materials supporting the nomination. The materials must fit in a three inch, three ring binder, and should include the following:

- a. A completed letter of nomination
- b. A current resume
- c. A statement of up to three pages by the nominee which provides supporting documentation of the nomination
- d. Letters of support from appropriate individuals
- e. Other items that support the nomination as deemed relevant by the nominee

2. Criteria

The nomination criteria may include but not be limited to the following activities while at Southeastern:

- 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

3. College/Library Selection Procedure for the President's Awards for Excellence Nominees

- a. Each department nominates a full time faculty members 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. In any given year, an individual selection committee may elect not to submit a nominee for any particular award. Each selection committee may submit only one nominee for each award (teaching, research, service, and artistic activity). Should more than one name be forwarded for a particular award from one selection committee, neither name will be considered further.

4. University Selection Procedure for President's Awards for Excellence: University Committees

- 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. 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 in Research.

5. Award Process

At the Fall Convocation the President of Southeastern will recognize the recipient with a one-time \$3,000 salary supplement and an appropriate plaque.

The President's Award for Excellence in Faculty Service

1. Nominations of Faculty for the President's Award for Excellence in Faculty Service

All full-time faculty members, including those with administrative appointments below the level of dean/library director may be nominated for the President's Award for Excellence in Faculty Service. Nominees 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 packet shall be submitted to the appropriate dean/library director. A nomination shall consist of a letter of nomination and a package of materials supporting the nomination. The materials must fit in a three inch, three ring binder, and should include the following:

- a. A completed letter of nomination
- b. A current resume
- c. A statement of up to three pages by the nominee which provides supporting documentation of the nomination
- d. Letters of support from appropriate individuals
- e. Other items that support the nomination as deemed relevant by the nominee

2. Criteria

The nomination criteria may include but not be limited to the following activities while at Southeastern:

- 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 in professional associations

3. College/Library Selection Procedure for the President's Awards for Excellence Nominees

- a. Each department nominates a full time faculty members 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. In any given year, an individual selection committee may elect not to submit a nominee for any particular award. Each selection committee may submit only one nominee for each award (teaching, research, service, and artistic activity). Should more than one name be forwarded for a particular award from one selection committee, neither name will be considered further.

4. University Selection Procedure for President's Awards for Excellence: University Committees

- 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. 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 of Excellence for Faculty Service.

5. Award Process

At the Fall Convocation the President of Southeastern will recognize the recipient with a one-time \$3,000 salary supplement and an appropriate plaque.

The President's Award for Excellence in Teaching

1. Nominations of Faculty for the President's Award for Excellence in Teaching

All full-time faculty members, including those with administrative appointments below the level of dean/library director may be nominated for the President's Award for Excellence in Teaching. Nominees may be self-nominated or nominated from among the following at Southeastern: a faculty colleague, a former faculty colleague, a department head, a dean/library director or the provost. The nomination packet shall be submitted to the appropriate dean/library director. A nomination shall consist of a letter of nomination and a package of materials supporting the nomination. The materials must fit in a three inch, three ring binder, and should include the following:

- a. A completed letter of nomination
- b. A current resume
- c. A statement of up to three pages by the nominee which provides supporting documentation of the nomination

- d. Letters of support from appropriate individuals
- e. Other items that support the nomination as deemed relevant by the nominee

2. Criteria

The nomination criteria may include but not be limited to the following activities while at Southeastern:

- a. Demonstrated high standards of teaching effectiveness while at
- b. Southeastern
- c. Innovative teaching techniques
- d. Reputations in the eyes of students, colleagues, and alumni
- e. Evidence of sustained commitment to excellence in teaching

3. College/Library Selection Procedure for the President's Awards for Excellence Nominees

- a. Each department nominates a full time faculty members 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. In any given year, an individual selection committee may elect not to submit a nominee for any particular award. Each selection committee may submit only one nominee for each award (teaching, research, service, and artistic activity). Should more than one name be forwarded for a particular award from one selection committee, neither name will be considered further.

4. University Selection Procedure for President's Awards for Excellence: University Committees

- 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. 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 in Teaching.

5. Award Process

At the Fall Convocation the President of Southeastern will recognize the recipient with a one-time \$3,000 salary supplement and an appropriate plaque.

SCHEDULE FOR SELECTION OF RECIPIENTS

For President's Awards of Excellence – Faculty

(Excellence in Research, Excellence in Artistic Activity, Excellence in Teaching, and Excellence in Service)

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

January 31 Nomination packages consisting of a letter of nomination and supporting materials are to be submitted to the appropriate dean/library director.

February 7	Names of individuals selected by the departments to serve as departmental representatives to the college should be submitted to the dean. In the case of the library, the committee members should be selected in accord with its procedures.
February 15	The faculty senate president forwards the names of four faculty members to serve (one per awards committee) on the university committees to the provost.
February 15	The dean will notify the college committee members of nominations received and set a date for the committee to meet.
March 15	The provost will appoint two deans and a faculty member to each of the university committees.
March 15	Individual college committees will forward their nominations and supporting materials to the Provost.
March 21	University excellence committees will convene.
April 30	The University's Excellence Committees forward their selections to the Provost.
Fall Convocation	Recipients for Faculty Awards of Excellence are announced.

*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 of the process.

THE AWARDS SELECTION PROCESS FOR PRESIDENT'S AWARD FOR EXCELLENCE IN SERVICE - UNCLASSIFIED STAFF

The President's Award for Excellence in Service: Unclassified Staff

1. Nominations of Staff for the President's Award for Excellence in Service

All full-time members of the unclassified staff may be nominated for the President's Award for Excellence in Service: Unclassified Staff. Nominees may be self-nominated or nominated by a member of the Southeastern unclassified staff or faculty. The nomination packet shall be submitted to the appropriate dean, director, or vice-president. A nomination shall consist of a letter of nomination and a package of materials supporting the nomination. The materials must fit in a three inch, three ring binder, and should include the following:

- a. A completed letter of nomination
- b. A current resume
- c. A statement of up to three pages by the nominee which provides supporting documentation of the nomination
- d. Letters of support from appropriate individuals
- e. Other items that support the nomination as deemed relevant by the nominee

2. Criteria

The nomination criteria may include but not be limited to the following activities while at Southeastern:

- 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 in professional associations.

3. Division Selection Procedure for the President's Award for Excellence Nominees

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 only one nominee for the award. Should more than one name be forwarded for the award from one division committee, neither name will be considered further.

4. University Selection Procedure for President's Awards for Excellence

a. 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.

b. After reviewing nominees, each committee will submit at most, the name of one candidate to the provost as its recommendation for the recipient of the President's Award for Excellence. In any given year, the University selection committee may elect not to present an award for the year.

5. Award Process

At the Fall Convocation the President of Southeastern will recognize the recipient with a one-time \$3,000 salary supplement and an appropriate plaque.

SCHEDULE FOR SELECTION OF RECIPIENTS

For President's Award for Excellence in Service - Unclassified Staff

The following schedule* shall be followed in selecting the recipient of the President's Award for Excellence in Service – Unclassified Staff.

January 31	Nomination packages consisting of a letter of nomination and supporting materials are to be submitted to the appropriate vice president.
February 7	Each vice president will appoint the review committee for his/her division.
February 15	Each vice president will forward the name of the unclassified staff member to serve on the University committee for his/her division to the Provost.
March 1	The Provost will notify Unclassified staff of their appointment to the University's President's Awards for Excellence in Service – Unclassified Staff committee.
March 15	The chair of each division committee will forward all nominees' supporting documentation, as well as the statements of endorsement, to the chair of the University's President's Award for Excellence in Service – Unclassified Staff committee.
April 30	The University Excellence Award committee forwards at most, one name as their recommendation to the Provost.

Fall Convocation The Recipient for the President's Award for Excellence in Service –
Unclassified Staff is announced

* 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.