

College of Business and Technology
Faculty Excellence Awards
Policy and Procedure
Updated 2016

General Policy and Procedures

- 1. Oversight.** Application packets (i.e., all submission materials) for the annual Faculty Excellence Awards for teaching, research/scholarship/creative activity, service, and new faculty in the College of Business and Technology shall be submitted to:

Dean of the College of Business and Technology
East Tennessee State University
P.O. Box 70699
Johnson City, TN 37614

Faculty members shall apply for these awards by submitting their award packets to the Dean's Office prior to the deadlines for such applications. To be eligible for consideration, an applicant's packet must meet the requirements specified in this document. Department chairs and faculty members are requested to encourage worthy colleagues to apply for awards. Those wishing to submit letters of support for a candidate may do so by sending them to the Dean's Office prior to the deadline for packet submission. These letters will be given to the respective committees with the candidates' materials.

- 2. Eligible Faculty.** Except for the New Faculty Award, all full-time faculty members (as defined by current ETSU policy) who have been in service for at least three (3) full years in the College of Business and Technology (CBAT) are eligible for the Faculty Excellence Awards regardless of whether they are temporary faculty, hold administrative positions, or have release time for non-teaching activities. Anyone, who has won a particular award, is not eligible for the same award for the next three years after winning the award.
- 3. Eligible Faculty for New Faculty Award.** To be eligible for the New Faculty Award, individuals must be non-tenured faculty members with at least two years of service as tenure-track faculty members at ETSU. Past winners of this award shall not be eligible for a subsequent New Faculty Award.
- 4. Deadline for Submitting Materials.** The deadline for accepting an applicant's submission materials (i.e., application packet) is no later than Friday of the first week of the fall semester.
- 5. Excellence Required.** If those in charge of evaluating applicants find that no applicant has shown excellence in an area, no award shall be given in that area. If the selection committee deems it appropriate, more than one winner may be selected for an award in a given year.
- 6. Monetary Award.** A monetary award of \$500 shall accompany the awards.

7. **Release Time.** Release time is defined as a teaching load of less than three (3) courses in any fall or spring semester, unless caused by illness, injury, or a sabbatical. The committee that determines the recipient of any faculty award shall consider the release time the individual had during the current and past two academic years. In comparing applicants with release time to applicants with no release time, the former individual's overall activities should be weighted according to the amount of release time.
8. **Course Workload.** Applicants for all faculty awards must submit a summary of hours taught each semester in the current and past two academic years. In each semester in which release time was granted, the applicant must explain the reason for the release time if it was connected, directly or indirectly, to service or scholarship/research/creative activities, including administrative duties.
9. **University Awards.** With the consent of the award winning faculty member, the Dean shall nominate recipients of CBAT's Teaching, Research/Scholarship/Creative Activity, and Service Awards for the corresponding university awards. The CBAT award winners will be notified in November to allow them to assemble their nomination packets for the ETSU Annual Faculty Awards. These university-level award packets are typically due in the first week of March.
10. **Announcement of Award Recipients.** All recipients of the Faculty Excellence Awards will be formally announced and presented at the College's annual awards banquet which is held in the spring.

Selection Process

11. **Teaching Award** recipient is selected by a "silent committee" that will consist of a group of past winners of the CBAT Teaching Award and at least one member from outside the College to be appointed by the dean.
12. **Research/Scholarship/Creative Activity Award** recipient is selected by a "silent committee" that will consist of a group of past winners of the CBAT Research/Scholarship/Creative Activity Award and at least one member from outside the College to be appointed by the dean.
13. **Service Award** recipient is selected by a "silent committee" that will consist of a group of past winners of the CBAT Service Award and at least one member from outside the College to be appointed by the dean.

14. New Faculty Award recipient is selected by the College's Tenure and Promotion Committee.

A "silent committee" is one that does not publicly announce its roster of members, does not record minutes, and communicates its final decision solely to the person who has charged the committee. All committee members hold their deliberations in strict confidence and do not disclose to others their membership on the committee. Composition of the award selection committees is subject to change.

Selection Criteria for Awards

15. Criteria. The following criteria apply to awards:

Teaching Award

- A. A past winner of the Teaching Award may not submit materials and activities that were listed or submitted in the previous, successful application for the Teaching Award.
- B. Documentation should focus on the effectiveness of instruction and multiple sources of evidence. Areas of documentation may include such things as
 - quality of presentation in classroom or field;
 - command of subject matter;
 - development and use of innovative methods;
 - student achievement;
 - ability to motivate students;
 - peer evaluation;
 - student evaluation;
 - current and professional development;
 - advising, tutoring, direction of theses and dissertations, and other forms of assisting students;
 - textbooks or other published instructional materials indicative of teaching effectiveness;
 - design or revision of courses, curricula, and materials;
 - management of instructional programs or components.
- C. Copies of the applicant's publications should not be included unless they are related to teaching effectiveness or pedagogy.

Research/Scholarship/Creative Activity Award

- A. A past winner of the Research/Scholarship/Creative Activity Award may not submit materials and activities that were listed or submitted in the previous, successful application for the Research/Scholarship/Creative Activity Award.

- B. Documentation for this award should include
- a brief description (approximately 1 page) of the research/scholarship/creative activity in non-technical language;
 - full bibliographic information for publications, presentations, exhibitions, or creative activity that resulted from the work;
 - if applicable, copies of all publications stemming from ETSU that apply to the work;
 - information for all grants and contracts that apply to the work; and
 - if available, communications from experts in the field who have reviewed the work.
- C. Materials submitted may include
- research/scholarship/creative activity philosophy;
 - citations in other works to the applicant's published research or exhibited/juried creative works/artistic compositions;
 - scholarship awards during the current or past two academic years, such as a best paper or best article award; and
 - reviews of published scholarship.

Service Award

- A. A past winner of the Service Award may not submit materials and activities that were listed or submitted in the previous, successful application for the Service Award.
- B. Applicants may submit
- a maximum of five (5) Faculty Activity Reports (relevant sections);
 - a service resume that may include
 - service to the campus - departmental, college, and university committee work, and involvement with student programs and organizations (include a brief description of activities actually performed).
 - service to the profession - local, regional, national, and international speeches and seminars given (brief descriptions encouraged), leadership role(s) in professional organizations and conferences, and consultation with professional groups.
 - public service - contributions based on leadership positions with organizations outside the university, consultations with businesses, nonprofit organizations and government agencies, service-learning courses, and other service to local, state, national and international communities. However, personal service unrelated to the applicant's position as a faculty member should be omitted or briefly listed at the end of the service resume, e.g., serving as a church deacon or basketball coach.
 - a written statement concerning the applicant's service philosophy, objectives, and results achieved in rendering the services outlined in the service resume; and
 - service awards, letters of appreciation, statements of support for the award and similar materials.
- C. Service for which the faculty member received compensation will not be considered in making this award. Such service activities may be listed in the submission materials but

should be clearly described as compensated activities. Expenses and modest honoraria are not considered compensation.

New Faculty Award

- A. The New Faculty Award shall be based upon the applicant's overall activities in teaching, scholarship, and service since first being employed by ETSU. Any materials containing information for activities before employment at ETSU will not be considered.
- B. Applicants may submit a package of materials covering teaching, service, and scholarship/research/creative activity. Guidance of what to include may be found by examining the criteria given above for the Teaching Award, Research/Scholarship/Creative Activity Award, and Service Award.
- C. The application packets (i.e., all submission materials) must be submitted in the format of the tenure and promotion dossier/packet with the relevant sections only.