

**Mesa State College
Exemplary Faculty Award
Eligibility and Nomination Criteria**

Eligibility

- All full-time Mesa State College faculty are eligible for initial consideration; it is understood that there are separate funding pools for tenured/tenure-track faculty and full-time temporary faculty.
- Faculty with an “excellent” rating in teaching plus any two other evaluation areas are eligible for consideration.
- Faculty members on sabbatical leave during any part of the evaluation cycle are not eligible.
- Faculty members must indicate release time and which activities are under its auspices when they submit their documentation.

Nomination

- It is assumed that each department head will nominate at least one faculty member for consideration. *Note: Meeting the minimum eligibility standards does not guarantee that a faculty member will receive further review by the Academic Council.*
- Department heads will use their best judgment to determine whom among their eligible faculty members will be submitted to the Academic Council for further review.
- As a general rule, department heads may think of a nomination rate in the vicinity of 20 percent of their faculty as a guideline, though common-sense allowances may surely be made during years in which more or less faculty members are genuinely deserving of nomination.
- Department heads ask nominees for a one-page document detailing their activities in the four evaluation areas of teaching, scholarship/creative activities, service, and advising. Nominees are encouraged to use the attached guidelines when submitting their documentation.
- Documentation should only consist of activities within the evaluation period for which the candidate is being considered, and should be evidenced by the inclusion of dates of such activities.

Evaluation

- The Academic Council will conduct a thorough review of nominees’ documentation. This review will begin with each department head briefly presenting his/her nominees and fielding questions from other department heads for clarification purposes.
- Following the Academic Council’s initial review, each department head will assign all nominees a numeric rating from 1 (lowest) to 10 (highest) based upon the merit of all of the nominee’s activities during the evaluation cycle in question. *In other words, the Council will not use a weighting system to determine the relative values of teaching, scholarship, service and advising but rather consider the whole of the nominee’s contributions and accomplishments.*
- The numeric ratings of all nominees will be amalgamated into a single average rating for each nominee. The Academic Council will then undertake a final review of the nominations and forward its recommendations to the President for further action.

Approved by President
December 17, 2007

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Candidate Documentation Template**

Candidate: Please supply a **one-page summary in bullet form** regarding your activities in the following four areas. The following is a list of suggested information to include; you are not required to submit information for each item, nor are you limited to items on this list. Please do not attach additional documentation. As you do so, consider:

1. Activities conducted via release time should be indicated and specified.
2. Activities occurring before the current evaluation cycle are not eligible for consideration and should be omitted. Exceptions for long-term projects are allowable (grants, writing, curriculum/course development, etc.).
3. Please include dates for the information—for publications, performances, committees, etc.

Teaching

Innovations:

Technology
Pedagogy

Students:

Student accomplishments (conferences, publications, presentations, research projects)
Student/Community cooperative projects

Workload:

Number of Preparations
Number of Students
Number of New Preparations
Number of Independent Study courses
Guest Lectures

Evaluations:

Department Head
Peer
Student

Contributing to Departmental/College Goals:

Work with assessment
Work with program building
Work with other faculty

Currency/Subject Matter:

Update course content
Curricular evaluation and change

Scholarship/Creative Activities

Dates of activities

Titles of papers, presentations, etc.

Full name of conferences attended and their relative standing within the discipline (regional, national, international, etc.)

Stage of project, if multiple year project

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Service

Name of committee -- both departmental and campus wide

Non-committee service (sponsoring student groups, administrative functions, colleague consultation, generation of funds, leadership/participation in professional organizations, consultations, membership on community boards, presentations in local schools, formal mentoring, or others)

Specify role on committee or organization--specific details

Dates of service

Advising

Demonstrated contact and relationship maintenance/number of advisees

Innovative methods of contact

Number of contacts

Registration, Retention, and/or Recruitment activities