

Policies and Procedures
John A. Walker College of Business
Award for Non-Tenure Track Faculty

Teaching excellence is high on the list of priorities in the John A. Walker College of Business, and research and scholarly excellence are integral components of the College's mission. Additionally, faculty are regularly called upon to serve the College, the University, and other organizations in important service capacities. The purpose of the College of Business Faculty Awards Program is to provide recognition of outstanding accomplishments in any of the three areas.

I. Eligibility and Nominations

1. All full-time non-tenure track faculty who have completed more than one year of continuous service for the College of Business are eligible to receive the non-tenure track faculty award, except that an award recipient is ineligible to receive the award again within the next two years.
2. Nominations may be made by colleagues, administrators, students, or alumni.
3. All nominations must be in writing and be submitted to the Dean of the College.
4. Thereafter, nominees shall be notified of their nomination and be requested to accept or reject it.

II. The Selection Process

1. The Teaching Award Committee, as appointed annually by the Dean, will evaluate nominations for this award.
2. The committee shall be comprised of at least five faculty members, including department chairs and previous award winners, if desired. Terms for committee membership are not limited, and reappointments may be made.
3. The committee shall have broad discretion in carrying out its duties.
4. The committee will recommend at least two names to the Dean for the award, if eligible candidates exist. The committee may elect and is encouraged to submit the names in ranked order of preference. However, if no qualified applicants are deemed to exist, a committee is not bound to submit any nominees.
5. Deliberations in the committee should be confidential, and the committee will

disclose no information on nominees or any other matters under its deliberation.

III. Schedule

The following schedule each year is recommended for the nomination and selection process for this award.

- Early-November: Announcement and call for nominations from the Dean.
- Early-December: Deadline for submission of nominations to the Dean.
- Mid-January: Appointment of the three selection committees and the committee chairs.
- April 1: Recommendations from the selection committees to the Dean.

IV. Selection Criteria

The committee will consider performance of each nominee in all three areas: teaching, research, and service. While all areas will be evaluated, selection may be based solely on performance within one area. Regardless, the performance of a nominee in teaching must be at least satisfactory. Achievement of satisfactory performance will be determined by the nominee's prior years' annual reviews, verified by the respective Chairperson. Recommended criteria for consideration within each area are listed below:

1. Criteria for Teaching

- (1) The committee should consider and identify a body of achievement which represents a consistent and commendable performance over at least one year, with an emphasis on recent performance.
- (2) The committee must:
 - a. consider input from students, including summary teaching evaluations to be made available by the Dean's Office.
 - b. consider course syllabi and other course- and teaching-related materials (such as teaching philosophy, supervision of an Honors thesis, etc.), obtained from the nominee's SEDONA inputs.
- (3) The committee may:
 - a. visit classes.
 - b. invite and consider comments from faculty.
 - c. consider scholarly publications of an educational nature, e.g. teaching kits and other teaching related writings.

- d. consider lesson plans, class projects, examinations, and any other instructional materials.
- e. consider any other information that they deem appropriate.

2. Criteria for Research

- (1) The selection committee will consider the record of research over time with an emphasis on recent research endeavors. All relevant information will be obtained from the nominee's SEDONA inputs.
- (2) The specific criteria for evaluating research accomplishment should include:
 - a. quality of journals in which the faculty member has published his/her research.
 - b. quality of proceedings and conference presentations based upon selectivity and importance of the meeting to the field.
 - c. quality and contribution of other research efforts such as books, monographs, book and article reviews.
 - d. Level of recognition and exclusivity of grant and/or award receptions.
- (3) Members of the selection committee are responsible for determining the quality and importance of each applicant's research record.

3. Criteria for Service

- (1) Evaluation in the service area will be based on achievements to reflect a continuing commitment to the service area over time, with an emphasis placed on recent performance. All relevant information will be obtained from the nominee's SEDONA inputs.
- (2) The following are offered as examples to illustrate the idea, but are not intended to be an exhaustive list.
 - a. Internal service activities (within the University)
 - Department committees, such as DPC, curriculum committee, and textbook selection committee
 - College committees, such as the awards committee, undergraduate curriculum committee, and the dean selection committee

- University committees, such as the faculty senate, Hubbard Center and academic policies and procedures committee
 - Provide in-house training or seminars to other faculty; provide consultation, advice and counsel to others ("collegiality")
 - Participate in international programs
- b. Services to students
- Act as an academic advisor (formal or informal) to students
 - Serve as faculty advisor to a student organization
 - Develop job contacts for students for internships and full-time employment
- c. External services to the business or professional community
- Serve as an officer or act as discussant at conferences of professional organizations within the individual's own discipline.
 - Serve as officer or otherwise participate in professional organizations that are industry-oriented.
 - Participate in seminars or other training programs for businesses through agencies.
 - Develop relationships for the college with business leaders and organizations, serve on advisory boards, teach review courses for certification examinations, or perform other activities for organizations.
- d. External services to the social community
- Serve in a volunteer leadership position for public and / or private agencies.