COLLEGE OF FINE ARTS AND COMMUNICATION
Faculty Excellence Awards

CFAC confers faculty awards designed to encourage and reward excellence in individual teaching, collaborative teaching, scholarship, and engagement. The awards provide recognition of the importance the college places on these fundamental areas, publicize the vitality of faculty efforts in these areas, and reward faculty who have excelled in their contributions to the university, their disciplines, and other communities.

I. Description of the awards

A. Teaching Excellence Award
This award recognizes a faculty member who has consistently demonstrated exceptional performance in teaching and curriculum development. Recipients of this award strive to enhance student learning as they continually seek ways to improve their teaching and their courses. This award may be given to two faculty members engaged in collaborative teaching.

B. Creative Activity Award
This award recognizes individuals whose creative activities have interpreted the human experience in the plastic, creative, or performing arts.

C. Research and Scholarship Awards
This award recognizes individuals whose research and scholarship has expanded human knowledge and contributed to advancing their discipline.

D. Public Service Award
This award recognizes individuals who have made outstanding contributions both to the UCA community and communities outside the university. Through engagement activities such as volunteering for charitable organizations, serving on advisory boards, donating professional expertise, serving on committees, and conducting cooperative programs with community partners, these individuals have assisted in solving pressing problems, improved conditions, and enhanced the quality of human life.

II. Number of awards

CFAC offers one award annually in each of the categories described above. During some years, one or more of the awards may not be given if there are no worthy nominees.
III. Eligibility

Tenured, tenure-track, and non-tenure-track individuals with faculty status (as defined by the current Faculty Handbook) who hold full-time appointments and who have completed five or more years of full-time service to UCA as a faculty member are eligible for faculty awards. Faculty members with administrative responsibilities are also eligible, excluding department chairs.

Faculty members who receive a particular award are not eligible to win the same award again for a minimum of five years. However, receipt of a particular award does not preclude qualifying for awards in other categories. Individuals who are not recipients of an award may be nominated and reapply in consecutive years.

IV. Nominations

Faculty members who have demonstrated excellence in any of the categories will be identified through nomination. Anyone may submit a nomination—UCA students and employees, members of the community, faculty at other universities, etc. All nominations will be submitted to the chairs of the award committees (See Appendix A).

V. Selection committees

Separate committees will evaluate candidates for: Teaching Excellence Award (category A); Creative Activities Award (category B); Research and Scholarship Award (category C); and, Public Service Award (category D).

Selection committees will consist of five full time faculty members of any rank, one from each CFAC department, selected by the Dean of CFAC. Committee members may serve on more than one selection committee in any year.

The Dean may appoint, at his discretion, two non-faculty members (from within or outside the university) to the Public Service Award committee, in addition to the committee’s five faculty members.

Committee chairs will be selected by vote of the committees at their first meeting.
VI. Soliciting nominations

The CFAC community will be notified about the award process and nominating procedure through email, the CFAC Website, and/or fliers sent to student organizations, faculty, alumni, and staff.

To encourage nominations from students, alumni, and members of the community, the UCA homepage and appropriate university, alumni, and local publications may be used.

Nominations will be sent to the Chairs of the selection committees.

Chairs will notify nominees that they have been nominated and provide them with a copy of this document.

Nominators will be requested to state reasons for their nominations, but the nomination process should not be so complex as to discourage nominations.

VII. Deadlines

The deadline for nominations will be the first workday of the first week in November.

Portfolios are due the first workday of the third week in January.

The Dean will appoint selection committees in early spring.

VIII. Soliciting portfolios from nominees

The committee chairs will contact nominees and request that they submit portfolios to evidence their worthiness for the award for which they have been nominated (See Appendix B).

IX. Evaluating portfolios

Committees will evaluate portfolios according to the criteria listed in Appendix C. The proceedings of the committees and the choice of recipients will be confidential; however, committees may solicit input from non-committee members if that input is necessary to evaluate a nominee’s portfolio.
If the number of nominations in any category warrant, committees will select up to three finalists and will choose the award recipient from the finalists.

X. Announcement of award recipients

Award finalists and recipients are announced at the annual CFAC Spring Award Ceremony. The Dean’s Office will be responsible for preparing the program and for publicizing the awards and ceremony so that award recipients are suitably recognized.

Appendix A. Nominating procedure

Individuals nominating faculty for the awards should supply the following information:

1. Name of nominee, 2. Department of nominee, 3. Number of years that nominee has served as a full-time faculty member at UCA, if known by nominator, 4. Brief statement why nominee merits the award, 5. Name of nominator.

Appendix B. Nominee portfolios

Chairs of the award committees will notify faculty who have been nominated and will request that they submit portfolios in support of their nomination.

All faculty nominees will provide updated curriculum vitae and a narrative or list of achievements, not to exceed two pages, in addition to other materials specified below in connection to each award.

Excellence in Teaching Award:
The nominee must provide a statement of teaching philosophy and a description of teaching approach (including creative or innovative techniques), a syllabus for each course taught in the past two years, samples of student assignments and activities, a list of pedagogical achievements tied to the nominee’s instruction, copies of student evaluations for the past three years, and testimonials from students. Nominees should also mention the achievements of their students.

If the award is given to recognize excellence in collaborative teaching, nominees must provide a joint statement of their collaborative teaching
philosophy and a description of their own teaching approach (including creative or innovative techniques), a syllabus of courses taught collaboratively, examples of student assignments that emphasize the collaborative nature of their teaching, a list of pedagogical achievements tied to the nominees’ instruction, copies of student evaluations from collaboratively taught courses for the past three years, and testimonials from students addressing the quality of the nominees’ collaborative teaching.

As a part of the selection process, a member of the committee will visit an instructional setting of each finalist and assess the finalist’s teaching. The finalist(s) will be notified of the impending visit at least a week in advance.

**Creative Activity Award:**
The nominee must provide a list of creative activities placed into appropriate categories, such as exhibitions, performances, visual media, publications, etc., a statement summarizing creative activities and indicating their significance with an emphasis on the last three years and external documentation attesting to the quality and value of their work. Nominees will also be asked to provide evidence that their work has an impact on particular communities and stakeholders. Documentation may include reviews, awards, testimonials, letters from colleagues or other experts, etc.

Nominees should remember that it is unlikely anyone in their sub-discipline will be a member of the award committee. Therefore, the significance and impact of creative activity must be understandable to non-specialists and must communicate to the non-specialist the importance of the creative work.

The award committee may interview finalists to clarify the significance and impact of their work.

**Research and Scholarship Award**
The award committee will consider evidence of sustained research and scholarly activity with emphasis on the last three years of work at UCA. Applied as well as theoretical work will be given careful attention. The primary consideration for the committee will be the quality of the work, its impact on the nominee’s discipline, and the work’s contribution to expanding human knowledge.

Nominees should submit copies of no more than three of what they judge to be their most significant contributions to research and scholarly activity
Nominees should submit what they consider the three highest-quality items.

Nominees should remember that it is unlikely anyone in their sub-discipline will be a member of the award committee. Therefore, portfolios must be understandable to non-specialists and must communicate to the non-specialist the nature and importance of the work.

Public Service Award:

Nominees should submit a statement summarizing their philosophy of public service and community engagement, both on and off campus. Letters of support from members of communities served by the nominee providing evidence of positive impact should be submitted. Additional evidence of the nominee’s contributions, such as media coverage, annual reports, or other documents by boards or agencies, may be submitted as well.

Appendix C. Selection Criteria:

CFAC award committees will use the criteria described below to select award recipients.

Excellence in Teaching Award:

The nominee demonstrates command of the discipline, a thorough knowledge of subject matter, selects content appropriate to developmental level of students and links the discipline to other subjects, when appropriate. The nominee uses appropriate teaching methodologies, depending upon the type of instructional setting (e.g., classroom, laboratory, studio, or clinic). The nominee demonstrates exceptional communication skills, depending upon the type of instructional setting. Examples might include presenting material clearly and in an organized way, good eye contact with students, acknowledging student responses in a manner facilitating learning, and exhibiting other effective presentation skills (e.g., diction, projection, no distracting habits or filler dependencies). The nominee should also exhibit human relations skills demonstrating poise and confidence in the instructional setting, have a sense of humor and a friendly disposition, demonstrate respect for and a positive relationship with students, and recognize and acknowledge students by name. The nominee should
exhibit concern for student performance by using evaluation procedures that are fair and consistent, evaluating student learning by using a variety of assessment measures and techniques appropriate to the instructional setting, and providing timely and appropriate feedback on learning activities. The nominee should exemplify the teacher/mentor model by supporting students in some way outside of the classroom, such as supporting students in research, scholarly, creative, or clinical projects.

In considering the Teaching Excellence Award for collaborative teaching, nominees should exhibit the virtues of teaching as described in the above section. They should also have developed an understanding of the importance of making connections between and among disciplines in the service of better understanding the complex interconnections among topics, issues, and events. They should have developed a portfolio of competencies and understandings that transcend their own particular discipline or sub-discipline and couple with that of their teaching colleague. They should be equipped to explore and explain phenomena emerging in the intersections between their particular discipline or sub-discipline and that of their colleagues. Nominees should work cooperatively and effectively with their colleagues to generate a productive learning environment for their students by equitably sharing the work of teaching, including assignments, technology, and other aspects of instruction.

The award committee should also consider the achievements of nominees’ students.

**Creative Activity Award:**

The award committee will bestow this award on nominees whose portfolio evidences the greatest positive impact on particular audiences over a period of at least three years. Ways in which such impact may be judged include the assessment of positive critical responses to creative endeavors by affected communities and stakeholders, triangulated with media reports, evaluations of colleagues, and evaluations by other interested third parties.

**Research and Scholarship Award:**

The award committee members will be looking for evidence of sustained scholarly activity with emphasis on the last three years of work at UCA.
Practical as well as theoretical research, scholarship, and creativity will be given careful attention. The primary consideration for the committee will be quality of the work and its impact on regional, national, and international scholarly communities.

**Public Service Award:**

The committee will evaluate nominations to recognize outstanding engagement activities that have provided significant human benefits to off-campus and on-campus communities. Generally, these activities will have taken place over a period of at least three years. The primary consideration for the committee will be the significance of the activities and their positive impact.

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