

Ad-Hoc Committee Report on The Lincoln University Board of Trustees Distinguished Faculty Award, January 28, 2006
Award Assessment Sheets

The Award Criteria

The *Henry Cornwell Distinguished Teaching Award* will be given to those full time faculty members who demonstrate excellence and distinction in teaching. Award candidates must show superior command of subject and their portfolios must include but not be limited to the evidence of the following:

- Curriculum Vitae of nominee
- Student evaluation summary sheets (for at least three years prior to consideration for award at Lincoln University)
- Reference letters from former students (at least two)
- Peer evaluation/ reference letters (at least two)
- Self-evaluation letter on teaching

The *Hildrus S. Poindexter Distinguished Research Award* will be awarded to those full-time faculty members who demonstrate excellence and distinction in research and/ or creative works. Award candidates' portfolios must include but not be limited to the evidence of the following:

- Curriculum Vitae of nominee
- Published peer-reviewed papers or other scholarly and creative works (e.g. outstanding art works or patented inventions) outstanding grants received or one published textbook/ book (in lieu of a textbook/ book, at least two papers or equivalents in the three years prior to the time of consideration for award at Lincoln University)
- Self-evaluation letter on research
- Inside (from Lincoln University) peer evaluation/ reference letters (at least one)
- Outside peer reference letters (at least one)

The *Soraya M. Coley Distinguished Service Award* will be awarded to those full-time faculty members who demonstrate excellence in service to the university as well as the community. Award candidates' portfolios must include but not be limited to the evidence of the following:

- Curriculum Vitae of nominee
- Service on committees (includes Standing, Ad-Hoc, Departments', etc.) at Lincoln University with detailed explanation of the role and contributions made (at least two committees and for at least the prior three years)
- Peer evaluation/ reference letters (at least one)
- Self-evaluation letter on service
- Service to the community or outside reference letters (at least one)

General Faculty Award Guidelines

I. Selection of the schools' Preliminary Screening Committees

- The dean of each school shall name one faculty member and one outstanding senior student from its school.
- The faculty member's name will be chosen alphabetically on a rotational basis from the division's faculty list to serve for one year and that faculty member will not be eligible for nomination in that year. In future if available, former recipients of these awards will be asked to serve on the committee instead.
- The Ad-Hoc committee recommends that the senior student with a high GPA to be chosen from the Honors program's student list.
- In case that a faculty from the graduate school is nominated, a graduate student would be invited to serve on the preliminary committee.

Deadline for the selection of the schools' preliminary screening committees and distribution of the nomination forms along with the established award criteria: **First Divisional meeting** (may be extended for 2005)

II. Review/ Update of the Evaluation Process

- The screening committees from all schools will have a joint meeting to discuss/ update the common assessment techniques. These assessment methods will be used to measure the nominee's qualifications against the established award criteria quantitatively and/ or qualitatively when appropriate. (The Ad-Hoc committee recommends that the office of the Vice President for Academic Affairs should arrange this meeting.)
- After the first year, the future panel members may update the evaluation process. Deadline for the review/ update of the assessment techniques: **December 15** (may be extended for 2005)

III. Nomination

- All full-time faculty members who can meet the award criteria may be nominated by their peers or can self-nominate.
- Nominators can only nominate one faculty per year for an award.
- Nomination forms must be signed and forwarded to the nominees' respective schools' deans by the due date.
- A faculty member who receives the award in a given category may not be nominated for the same award again, but may be nominated for a different award after three years.

Deadline for the submission of nomination forms: **February 7, 2006**

Deadline for the submission of all the supporting materials: **March 7, 2006**

IV. Selection of the top candidates for awards from each school

- The preliminary screening committees from all schools will meet to examine their nominees' portfolios in each award category against the established evaluative criteria. The combined panels must conduct their selection work one school at a time. At this stage, faculty representatives from the other two cognate schools will participate in the third school's

selection process as non-voting members. (The Ad-Hoc committee recommends that the office of the Vice President for Academic Affairs should arrange this meeting.)

- The committee from a given school will then submit a maximum of one faculty name for each award to the office of the Vice President for Academic Affairs. This means in total, the portfolios of a maximum of nine nominees may be submitted.

Deadline for the preliminary screening committees from each school, to make their selections:
February 28

V. Final Selections of the awardees

- The Vice President for Academic Affairs will call for a meeting together with the three preliminary screening committee faculty members, and one new outstanding senior student.
- The Ad-Hoc committee recommends that the senior student with the highest GPA to be chosen from the Honors program's student list. · An additional student may be included as alternate.
- The panel will review the portfolios of all award candidates.
- The four-member panel will vote for the nominees in each award category using secret ballots (provided by the office of the VP).
- The Vice President for Academic Affairs may vote in case of a tie.
- Once the final selection is made for each award, the names of the prospective awardees (maximum of three) would be forwarded to the office of the President for approval.
- The prospective awardees (zero or one for each category) will be informed of their selection during the commencement ceremony. Deadline for the panel to examine the portfolios ahead of time: March 15 Deadline for the meeting of the student(s), screening committees and the VP to take place: March 31

DISTINGUISHED FACULTY AWARD NOMINATION FORM

Name of Candidate for Award: _____

Rank: _____

Department: _____

Name of Award _____

Name of previous award received and year of award: _____

Nomination by: _____

Signature of Candidate for Award*: _____

*With this signature, I accept nomination for the award and agree to submit required supporting materials (attached herewith) by the stipulated deadline.

IMPORTANT DEADLINES

Submission of Nomination Form: February 7, 2006

Submission of Candidate's Portfolio: March 7, 2006