**FOUNDATION AWARDS FOR EXCELLENCE**

**UNIVERSITY OF LOUISIANA MONROE**

**2020-2021**

1. Foundation Awards for Excellence for Faculty in Creative & Innovative Works, Teaching,

Research/Scholarship, and Service

* 1. Nominations

Full-time faculty members, including those with administrative appointments below the level of dean, may be nominated. Each school director will decide whether faculty members in their school will be nominated by school ballot, or by individual faculty colleagues, school director, or dean. There shall be only one nominee from each school in each category.

The nomination process is as follows:

1. The nominator will submit to the faculty member’s school director, via email, a nomination which will include a written statement explaining why the nominee deserves the award. The written statement will be included in the nominee’s packet.

2. The school director will notify the nominee via email of the nomination. Nominee should respond indicating if they accept the nomination. If accepted, the nominee will have the opportunity to provide supporting documentation, which may include the following:

* + - current resume/curriculum vitae of the nominee (1 - 2 pages)
		- 3 letters of recommendation
		- other items that support the nomination as deemed relevant

 by the nominee (1 - 5 pages)

3. The school director will email the dean the selected nomination packets. The dean will print the packets for the college selection committee to review.

* 1. Criteria

# Creative & Innovative Works

Criteria may include but not be limited to the following:

* + - the prestige of galleries sponsoring one’s exhibits
		- the prestige of journals and publishers producing one’s works
		- critical acclaim for one’s efforts
		- the prestige of organizations sponsoring one’s performances or works
		- awards, honors, and certifications received from professional societies
		- geographical scope of recognition

# Teaching

Criteria may include but not be limited to the following:

* + - demonstrated high standards of teaching effectiveness while at ULM
		- innovative teaching techniques
		- valid assessment results indicating scope and depth of learning by students
		- evidence of sustained commitment to excellence in teaching
		- presentations on teaching at conferences or invited seminars
		- awards, honors, and certifications received from professional societies

# Research/Scholarship

Criteria may include but not be limited to the following:

* + - evidence of quality scholarships in recognized, peer-reviewed publications
		- evidence of quality scholarships at recognized regional, national, or international conferences
		- recognition in the profession as evidenced by honors, placement, and prestige of publishers of the nominees’ books and journal articles.
		- success in research grant and proposal activities
		- productivity of scholarly activity or research

# Service

Criteria may include but not be limited to the following:

* + - service to the university in ways that make a positive impact on the institution
		- documented high levels of sustained commitment to off-campus community and charitable service that reflects the values of ULM
		- demonstrated high levels of sustained commitment to off-campus community and charitable service, including relevant service to professional organizations
		- offices held in professional associations, civic and/or community organizations
	1. College Selection Procedure

The college selection procedure shall be as follows:

* + - Each college will have a college selection committee of four to five faculty, at least one representative from each school, who will review the nomination packets. The dean will appoint committee members and the chair of the committee.
		- Each college selection committee may submit only one nominee for each award (creative & innovative works, teaching, research/scholarship, and service). The college selection committee will forward the nomination packet of each of the four selected nominees to the VPAA. In any given year, a college selection committee may elect not to submit a nominee for any particular award.
	1. University Selection Procedure

The university selection procedure shall be as follows:

* + - A university selection committee will be formed consisting of a representative, appointed by the dean, from each college, the previous year’s faculty award recipients, and a chair. The Vice President for Academic Affairs (VPAA) shall appoint the chair. The chair shall appoint a recording secretary.
		- No person shall serve on both the college selection committee and the university selection committee.
		- After reviewing the nominees’ packets, the committee will submit the name of the selected recipient for each of the four awards to the VPAA.
		- During Fall University Week, the President will recognize the recipient with a one-time $3,000 salary supplement (less applicable deductions) and a plaque.
		- College deans should assure that all nominees attend the President’s State of the University Address during University Week. The awards will be presented at this time.
	1. Timetable for Nomination Process

February 7 The President officially calls for nominees.

February 14 Nominator submits nomination via email to faculty member’s school director.

February 17 School director notifies the nominee via email of the nomination and nominee responds to school director indicating whether the nomination is accepted.

February 28 Nominee submits packet to school director.

March 9 Nomination packets from schools are submitted to the appropriate dean.

March 10 Names of individuals selected by the dean to serve on the college selection committee will be forwarded to the VPAA, along with the name of the person selected as the

college representative for the university selection committee. March 10 Deans notify college selection committee members of

nominations received and set date for committee to meet.

March 27 The VPAA appoints the chair of the university selection committee and notifies faculty of their appointment to the university selection committee.

March 27 Individual college selection committees will forward their selected nominees’ packets to the VPAA.

April 2 University selection committee will convene.

May 1 University selection committee forwards its recommendations to the VPAA, who in turn forwards the names to the President.

In the event that university offices are closed on any of the above dates, the next date offices are open becomes the deadline.

1. Foundation Awards for Excellence in Service: Unclassified Staff
	1. Nominations

Any ULM employee may nominate a colleague for an award. The nomination process is as follows:

1. The nominator will submit to the employee’s division Vice President/President, via email, a nomination which will include a written statement explaining why the nominee deserves the award. The written statement will be included in the nominee’s packet.

2. The division Vice President/President will notify the nominee via email of the nomination. Nominee should respond indicating if they accept the nomination. If accepted, the nominee will have the opportunity to provide supporting documentation, which may include the following:

* + - current resume/curriculum vitae of the nominee (1- 2 pages)
		- Two letters of recommendation
		- other items that support the nomination as deemed relevant by the nominee (1 - 5 pages)

 3. The staff member’s supervisor will receive notice of the nomination from the division Vice President/President, if the supervisor is not the nominator. The supervisor will have an opportunity to provide a brief statement of support on why the nominee deserves the award.

 4. The nominee will email the packet to the division Vice President/President. The Vice President/President will print the packet for the division selection committee to review. Offices in the President’s division will be included in the Division of Student Affairs.

* 1. Criteria

Criteria may include but not be limited to the following:

* + - Service to the university in ways that make a positive impact on the institution
		- Documented high levels of sustained commitment to off-campus community and charitable service that reflects the values of ULM
		- Proven high levels of sustained commitment to off-campus community and charitable service, including relevant service to professional organizations.
		- Nominee exhibits high degree of professionalism and customer service
		- Offices held in professional associations, civic and/or community organizations
	1. Division Selection Procedure
		+ Each division will have a division selection committee of three to five unclassified staff members from the division who will review the nomination packets. The Vice President of each division will appoint committee members and the chair of the committee.
		+ Each division’s selection committee may submit only one nominee for the award. The division selection committee will forward the nomination packet of the selected nominee to the VPAA. In any given year, a division selection committee may elect not to submit a nominee for the award.
	2. University Selection Procedure
		+ A university selection committee will be formed consisting of the most recent recipient of the award, an unclassified staff member from each division appointed by the division Vice President and the President. The most recent recipient of the award will serve as the chair of the committee. In the event the most recent recipient is no longer employed at ULM, the VPAA will appoint the chair of the committee. The chair shall appoint a recording secretary.
		+ No person shall serve on both the division selection committee and the university selection committee.
		+ After reviewing nominees’ packets, the committee will submit the name of the selected recipient to the VPAA, who will forward the name to the President. In any given year, the university selection committee may elect not to present an award for the year.
		+ During Fall University Week, the President will recognize the recipient with a one-time $3,000 salary supplement (less applicable deductions) and plaque.
		+ Division Heads should assure that all nominees attend the President’s State of the University Address during University Week. The awards will be presented at this time.
	3. Schedule for Selection

February 7 The President officially calls for nominees.

February 14 Nominator submits nomination via email to the appropriate Vice President or President.

February 17 Vice President or President notifies the nominee via email of the nomination and nominee responds indicating whether the nomination is accepted.

February 28 Nominee submits packet to Vice President or President.

March 9 Each Vice President appoints their division selection committee and submits the names of the members to the VPAA.

March 10 Each Vice President and the President submits the name of the classified staff member selected as the division representative for the university selection committee to the VPAA.

March 10 Each Vice President notifies division selection committee members of nominations received and set date for committee to meet.

March 27 The VPAA notifies unclassified staff of their appointment to the university selection committee.

March 27 The chair of each division selection committee forwards the selected nominee’s packet to the VPAA.

April 2 University selection committee will convene.

May 1 University selection committee forwards its recommendation to the VPAA, who in turn forwards the name to the President

In the event that university offices are closed on any of the above dates, the next date that offices are open will become the deadline.

1. Foundation Awards for Excellence in Service: Classified Staff
	1. Nominations

Any ULM employee may nominate a colleague for an award. The nomination process is as follows:

1. The nominator will submit to the employee’s division Vice President/President, via email, a nomination which will include a written statement explaining why the nominee deserves the award. The written statement will be included in the nominee’s packet.

2. The division Vice President/President will notify the nominee via email of the nomination. Nominee should respond indicating if they accept the nomination.

If accepted, the nominee will have the opportunity to provide supporting documentation, which may include the following:

* + - current resume/curriculum vitae of the nominee (1- 2 pages)
		- Two letters of recommendation
		- other items that support the nomination as deemed relevant by the nominee (1 - 5 pages)

 3. The staff member’s supervisor will receive notice of the nomination from the division Vice President/President, if the supervisor is not the nominator. The supervisor will have an opportunity to provide a brief statement of support on why the nominee deserves the award.

 4. The nominee will email the packet to the division Vice President/President. The Vice President/President will print the packet for the division selection committee to review. Offices in the President’s division will be included in the Division of Student Affairs.

* 1. Criteria

Criteria may include but not be limited to the following:

* + - Service to the university in ways that make a positive impact on the institution
		- Documented high levels of sustained commitment to off-campus community and charitable service that reflects the values of ULM
		- Proven high levels of sustained commitment to off-campus community and charitable service, including relevant service to professional organizations
		- nominee exhibits high degree of professionalism and customer service
		- offices held in professional associations, civic and/or community organizations
	1. Division Selection Procedure
		+ Each division will have a division selection committee of three to five classified staff members from the division who will review the nomination packets. The Vice President of each division will appoint committee members and the chair of the committee.
		+ Each division’s selection committee may submit only one nominee for the award. The division selection committee will forward the nomination packet of the selected nominee to the VPAA. In any given year, a division selection committee may elect not to submit a nominee for the award.
	2. University Selection Procedure
		+ A university selection committee will be formed consisting of the most recent recipient of the award, a classified staff member from each division appointed by the division Vice President and the President. The most recent recipient of the award will serve as the chair of the committee. In the event the most recent recipient is no longer employed at ULM, the VPAA will appoint the chair of the committee. The chair shall appoint a recording secretary.
		+ No person shall serve on both the division selection committee and the university selection committee.
		+ After reviewing nominees’ packets, the committee will submit the name of the selected recipient to the VPAA, who will forward the name to the President. In any given year, the university selection committee may elect not to present an award for the year.
		+ During Fall University Week, the President will recognize the recipient with a one-time salary supplement of 10% of the employee’s base annual salary not to exceed $3,000 (less applicable deductions) and a plaque.
		+ Division Heads should assure that all nominees attend the President’s State of the University Address during University Week. The awards will be presented at this time.
	3. Schedule for Selection

February 7 The President officially calls for nominees.

February 14 Nominator submits nomination via email to the appropriate Vice President or President.

February 17 Vice President or President notifies the nominee via email of the nomination and nominee responds indicating whether the nomination is accepted.

February 28 Nominee submits packet to Vice President or President.

March 9 Each Vice President appoints their division selection committee and submits the names of the members to the VPAA.

March 10 Each Vice President and the President submits the name of the classified staff member selected as the division representative for the university selection committee to the VPAA.

March 10 Each Vice President notifies division selection committee members of nominations received and set date for committee to meet.

March 27 The VPAA notifies classified staff of their appointment to the university selection committee.

March 27 The chair of each division selection committee forwards the selected nominee’s packet to the VPAA.

April 2 University selection committee will convene.

May 1 University selection committee forwards its recommendation to the VPAA, who in turn forwards the name to the President.

In the event that university offices are closed on any of the above dates, the next date that offices are open will become the deadline.