

# **Duquesne University President's Faculty Awards for Excellence Operational Procedures**

## **I. The Purpose of the Awards**

The President's Faculty Award for Excellence is the highest award that the University grants to faculty members. The University President authorizes the grant in recognition of distinguished contributions to the University in the areas of scholarship, teaching, and excellence in service to the mission of the University.

## **II. The President's Faculty Awards Committee**

- A. The President's Faculty Awards for Excellence shall be administered by the President's Faculty Awards Committee (the Committee).
- B. The Committee shall consist of:
  - 1. Recipients of the Awards for the immediate past two academic years
  - 2. Additional faculty members from schools not represented by prior year recipients. These members will be appointed annually by the Provost.
- C. The Committee members shall elect the Chairperson of the Committee.
- D. The Vice Provost shall serve as *ex-officio* member of the Committee without vote to provide administrative assistance to the Committee.
- E. The Committee shall review the credentials of the nominees and recommend the recipients to the Vice Provost.
- F. The Office of the Vice Provost shall publicize the awards to the Duquesne University Community; solicit nominations; recommend the recipients to the University President (the Provost, Vice President of Marketing and Communications, and Asst. Vice President of Conferences and Event Services are cc'd on this recommendation), and assist in planning the Awards presentation event.

## **III. The Categories of the Awards**

There shall be three categories of the Awards:

- Excellence in Teaching
- Excellence in Scholarship
- Excellence in Service to the Mission

The Committee may recommend the creation of other Awards to the President.

## **IV. The Contents of the Awards**

The contents of the Awards shall contain the following:

- A. A certificate in the form of a plaque. The Award certificate plaque shall be of a high

quality appropriate for the prestige of the Awards. The President's office shall review and approve the quality, the design and the wording of the plaque, on an annual basis.

- B. A cash award to be determined by the University President.
- C. Inscriptions of the names of the recipients on the permanently displayed plaque. The President's office shall ensure that this is accomplished.

#### **V. The Calendar of the Awards Activities**

- A. The Awards shall be made on an annual basis.
- B. The announcement of the Awards shall be made on or about the fourth week of January with a nomination deadline of the first week of March.
- C. The Committee shall review the credentials of the nominees between March 1 and March 31.
- D. The Awardees shall be notified by letter from the President.
- E. The Awards presentation event shall be at the beginning of the fall semester.

#### **VI. The Announcement of the Awards**

The Office of the Vice Provost shall write to the Dean of each school or college requesting nominations for the Awards.

#### **VII. Nomination Procedure**

The Provost and Vice Provost shall urge the Deans of the Schools and Colleges, and through them, the Chairpersons of departments to submit nominations to the Committee.

**A. Eligibility**--All full-time faculty and administrators with faculty appointments as of the deadline are eligible to be nominated for an award.

**B. Nominators**--Each school may not nominate more than one candidate for any one category of Awards in a given year.

**C. Submission**—Nomination documents must be submitted electronically in one continuous PDF document to [sommersg@duq.edu](mailto:sommersg@duq.edu) and a hard copy to the Vice Provost in Room 209 Administration building, Attention: Grace Sommers, by 4:00 p.m. March 1, 2021 deadline in order to be considered by the committee.

#### **C. Responsibilities of the Nominators**

The Nominators are responsible to submit the following:

- a.) Submit a one-page nomination letter stating that the candidate meets or exceeds the

guidelines for the Awards.

- b.) Submit a current curriculum vita of the nominee with the employment dates of the nominee at Duquesne University.
- c.) The appropriate Dean will submit a letter of support for each school-based candidate. Deans or their designee are encouraged to provide information regarding the 'relative weight' of the evidence provided (such as, journal quality, impact in field, invited versus self-submitted) so that the committee can consider the performance outcomes relative to a given discipline.
- 4.) The nominee will be notified by the Dean to prepare an up to three pages in length self-statement describing the impact of his/her activities on the area for which he/she has been nominated with bulleted lists of the activities that support that area. The self-statement should be limited to activities associated with the specific award category and the information prioritized.

#### **D. Repeat Nominations**

A faculty member, who has been nominated before, regardless of whether an Award was granted, may be re-nominated. However, a new nomination letter and new supporting documentation must be submitted to support the re-nomination before the Committee will consider the nomination.

### **VIII. Judging Guidelines**

The Committee will use the following guidelines for making the determinations of the Awards:

#### **A. General Guidelines**

Any faculty member may receive an award in the same category a maximum of three times.

Substantial items and/or amount of the activities of a candidate upon which the nomination is based must be performed during a candidate's tenure at Duquesne University. The quality and thoroughness of the nomination materials, including current Curriculum Vitae, are important factors in committee recommendations.

The activities of excellence and quality performance in any category should be demonstrated in a consistent and sustained pattern for a period of time and are continuing at the time a candidate is being considered for the Award by the Committee.

The Committee recommends that no more than three letters of support which address the area for which the faculty member has been nominated be included with the candidate's nomination.

**No more than four awards shall be granted each year.** Final awards are selected for the best four candidates, which may be in one or more categories. If there are no worthy

candidates in one or more categories, such awards may be directed to other categories or not granted at all.

## **B. Specific Guidelines for Awards**

**The candidate not only excels in an award category but, is aligned with the Duquesne University mission, providing evidence of effectiveness in the balance of this with other faculty expectations.**

### **1. Excellence in Teaching:**

- a.) The candidate must be teaching a full-load or its equivalent of undergraduate and/or graduate courses at Duquesne University.
- b.) The candidate has demonstrated a consistent pattern of excellence in teaching based on endorsements from the Dean, and/or the Chairperson.
- c.) Supporting documentation:  
  
SES scores will be provided to the committee by the Office of the Provost.

### **2. Excellence in Scholarship**

- a.) The candidate has demonstrated a consistent pattern of excellence in scholarship through past and current publications, scholarly presentations and papers, the substantial portions of which have been completed while a member of the Duquesne University faculty.
- b.) Supporting documentation should include the following:  
  
(1) A complete bibliography of the candidate's publications, scholarly presentations and papers.

### **3. Excellence in Service to the Mission**

- a.) The candidate has demonstrated a consistent pattern of extraordinary dedication to the University above and beyond the contractual assignments, especially those service contributions made without compensation.
- b.) The candidate has demonstrated a consistent pattern of voluntary services of significant importance to the University, to the public and community including significant service in scholarly/professional organizations and has enhanced the reputation, prestige, and the mission of Duquesne University regionally, nationally, and internationally.
- c.) Supporting documentation should include the following:  
  
(1) A complete list of voluntary services and/or positions that the candidate has performed for the University, the community, scholarly and/or professional

organizations.

## **IX. Judging Procedures**

1. Immediately following the published deadline, the Chairperson of the Committee shall convene a Committee meeting to set forth the judging procedures and review nominations.
2. Nominations received after the deadline shall not be considered.
3. All nominations shall first be reviewed for completion of documentation. Nominations with no or insufficient documentation according to the guidelines shall not be considered.
4. Committee members shall be given reasonable time to review the records and documentation of the nominees individually. The nominations will be posted on Blackboard for Committee member review. Hard copies of the documentation will be available in Room 209 Administration Building in the office of the Associate Provost for Administration.
5. After review of the nominations, each Committee member shall present the top three (3) candidates for each category to the Committee for consideration. The Chairperson of the Committee shall convene a final Selection Committee meeting. All Committee members are required to attend. Committee members will review the highest two or three candidates in each of the three categories.
6. Final Awards are selected for the best three candidates, which may be in one or more categories. If there are no worthy candidates in one or more categories, the Awards may be directed to other categories or not granted at all.

## **X. Notification of the Awards**

- A. After the Committee has made its determination of Awardees, the Vice Provost shall notify the University President. The University President will notify each Awardee individually. Copies of the notifications shall be sent to the Deans of the Schools or College and the nominators.
- B. The Office of the Vice Provost shall notify all nominees who fail to receive the Awards. Documentation of those nominees shall be returned to the nominators at an appropriate time.

## **XI. The Award Presentation Event**

- A. The President of the University shall present the Awards at a formal academic convocation.
- B. Members of the Duquesne University faculty and the families of the Awardees shall be invited to attend the event.

## **XII. Publicity of the Awards**

Names, photographs and biographical information for each of the Awardees shall be published prominently in *The Times* and the *Duquesne Duke*. Press releases shall be sent to appropriate newspapers, television and radio stations.

## **XIII. Funding for the Awards**

The Office of the Provost shall provide funding for the Awards Program. The program budget shall not be dependent upon a grant.