Ball State University
Office of the Vice Provost for Academic Affairs

OUTSTANDING FACULTY AWARDS
Nomination and Selection Procedures

I. Overview

Each year faculty committees select recipients for nine awards presented to colleagues who have made outstanding contributions to the university community. The goal of these awards is to recognize true excellence, dedication, and performance. The selection committees will be looking for individuals who have made an unusually significant impact on the students, their fields, the university, and/or the community at large.

II. Description of Awards

Tenured and tenure-track faculty members and full-time, full-year contract faculty members are eligible to be nominated for Outstanding Advisor, Outstanding Creative Endeavor, Outstanding Inclusiveness Leadership, Outstanding Faculty, Outstanding Faculty Service, Outstanding Junior Faculty, Outstanding Research, and Outstanding Teaching Awards. Faculty members and contract administrators, including unit heads, deans and department chairs, are eligible to be nominated for Outstanding Administrator and Outstanding Inclusiveness Leadership Awards.

1. ***Outstanding Administrator Award*** **-** given in recognition of demonstrated excellence in administrative activities within the university. Accomplishments will have had significant impact on students, their fields, the university, and/or the community at large.

2. ***Outstanding Advisor Award*** - given to a faculty or academic advisor who enhances student experiences through innovative activities outside of the classroom. Outstanding advising activities may include academic or career advising, work with student groups, unique projects, and mentoring of undergraduate and graduate research or creative activities.

3. ***Outstanding Creative Endeavor Award*** - given in recognition of contributions to the university community in the creative arts including dance, design arts, architecture, landscape architecture, folk arts, literature, media, music, theater, and visual arts. Nominees should have outstanding cumulative creative and artistic achievement while employed at Ball State University. Unusual single or one-time contributions are also considered and nominees may be individuals or teams.

4. ***Outstanding Faculty Award*** - given in recognition of demonstrated composite excellence in teaching, scholarly or creative productivity, and service by a faculty member who has an academic record at Ball State University of more than five years. Faculty who have received the Outstanding Junior Faculty Award in the past four years are not eligible. The award is given on the basis of cumulative achievement since coming to Ball State University.

5. ***Outstanding Faculty Service Award*** - given in recognition of exceptional professional service, excluding administrative service. Service may be to the department, college, university, profession, community, or a combination thereof.

6. ***Outstanding Inclusiveness Leadership Award*** - given in recognition of demonstrated exceptional leadership by a faculty member who fosters a relationship-rich academic community grounded in inclusiveness and mutual respect over a minimum of five years. The award is based on the continuous and cumulative promotion of meaningful engagement across differences, connections that enhance understanding and collaboration, and learning environments where the experiences and contributions of all individuals are recognized and valued at Ball State.

7. ***Outstanding Junior Faculty Award*** - given in recognition of demonstrated composite excellence in teaching, scholarly or creative productivity, and service by a faculty member beginning an academic career, who has been at Ball State University for no more than five years. The award is given on the basis of cumulative achievement since coming to Ball State University.

8. ***Outstanding Research Award*** - given to an individual faculty member in recognition of outstanding research achievement as cumulative work or a noteworthy single contribution. All nominees will have evidence of exemplary scholarly productivity over a minimum of five years at Ball State University. Research impact should be at a national or international scale as evidenced by citations, professional awards or recognition, funded grants or contracts, and letters of support.

9. ***Outstanding Teaching Award*** – given in recognition of excellence in teaching inclusive of the highest standards of pedagogy, creativity, or innovation in the classroom and curricula. Nominees should have demonstrated leadership in teaching methodologies and advancement of the scholarship of teaching.

III. Selection of the Faculty Committees

1. The Office of the Vice Provost for Academic Affairs will select a chairperson from faculty members who have previously received an award.
2. The Office of the Vice Provost for Academic Affairs and the selected chairperson will meet to discuss the additional committee members from faculty members who have previously received an award.
3. A minimum of six additional faculty members will be selected to serve on the committee, each representing a different college within the university. A representative from the Office of the Vice Provost for Academic Affairs will serve as an ex-officio member of the committee.
4. All committee discussions and faculty materials are confidential; nomination information may be used in the announcement of the award recipient.
5. Nominations for the Outstanding Research Award will be screened by the University Research Committee. Nominees for the Outstanding Creative Endeavor Award will be screened by the University Creative Arts Committee. Nominees for the Outstanding Teaching Award will be screened by the University Creative Teaching Committee.

IV. Faculty Nomination Guidelines (Step I)

1. A person may only be nominated for one award each year.
2. Persons who have received an award in a particular category are not eligible for the same award a second time.
3. Nominees are screened upon receipt at the Office of the Vice Provost for Academic Affairs and nominators will be notified of any duplication or ineligibility.
4. To make a nomination, a nominator should provide a nomination letter (limit of 2 pages in length with font no smaller than 10 pts), a completed award cover sheet with appropriate signatures (chair/unit director), and a current curriculum vita of the nominee to the college Dean for review.
5. The college Dean will electronically submit all approved nominations to the Office of the Vice Provost for Academic Affairs (AD 326) by the posted January deadline for review by the appropriate faculty screening committee. Submissions should be electronically submitted through SharePoint or by email to Jennifer Grinstead (jdgrinstead@bsu.edu).

V. Screening Process

1. Following the deadline for receipt of Step I materials, each faculty member on the screening committee will independently review submitted materials and rank nominees in each category. If, by chance, a committee member is nominated for one of the awards, the committee member will be excused from all scoring and deliberation in that category. The anonymous rankings of each faculty member will be compiled and averaged.
2. The faculty screening committee will meet to review compiled rankings and select nominees to request full dossiers for review.
3. Both the nominator and the nominee will be notified if the committee requests a full dossier for review (Step II).Only the nominator will be notified if the nominee will not be considered further for the award. Notifications will be made by either the Office of the Vice Provost for Academic Affairs or, in the case of the Outstanding Research and Creative Endeavor Awards, by a designee from Sponsored Projects Administration.

VI. Nominee Dossier Submission (Step II) and Review

1. If the nominee advances to Step II, the nominator is asked to supply further documentation (dossier). The nominee does not need to participate in this step but can provide any materials to the nominator that may be relevant for consideration.
2. The nominator is responsible for seeing that all materials are electronically submitted by the posted deadlines and in the correct format. Materials not in specific formats will not be reviewed.
3. The electronic dossier must be **no more than 25 pages of combined materials** that are relevant to the award for which they are being nominated. The nominee curriculum vitae will be retained from Step I materials for continued reference and should not be resubmitted as part of the Step II electronic dossier. The 25-page electronic dossiers may include:
    i. Documentation of research, teaching, and service activities **relevant to the award**. Materials should specifically address award criteria; materials inclusive of other aspects of the nominee's career should not be included.
    ii. Up to eight letters of support no more than two pages in length and not signed by more than one individual.
    iii. One page bibliography of hyperlinks to outside materials. However, committee members are asked to review ONLY 25 pages of combined materials.
    iv. Nominators are welcome to include a video testimonial on behalf of their candidate. The video content should not be more than two pages in length should the material be written.
4. Electronic dossiers should be submitted to the Office of the Vice Provost for Academic Affairs (AD 326) by the posted deadline for review by the appropriate faculty screening committee. Submissions should be electronically submitted through SharePoint or by email to Jennifer Grinstead (jdgrinstead@bsu.edu).
5. Following the deadline for receipt of Step II materials, each faculty member on the screening committee will independently review submitted dossiers and rank nominees in each category. As in the review of Step I materials, any committee member who is nominated for an award (even if they do not advance to Step II) will be excused from all scoring and deliberation in that category. The anonymous rankings and ratings of each faculty member will be compiled and averaged.
6. The faculty screening committee will meet to review compiled rankings and ratings and select awardees.

VII. Award Announcement

1. Awards are not announced publicly and the faculty award committee is not to discuss awards prior to University announcement.
2. Awards will be presented at the faculty convocation in August.
3. Award recipients MUST be employees of Ball State University when the University announcement is made at faculty convocation.

VIII. Award Descriptions and Procedure Amendments

1. After selection of faculty awardees, the faculty selection committee will discuss any issues regarding either the award descriptions or review procedure and develop recommendations for revision as appropriate.
2. Recommendations will be forwarded to the Office of the Vice Provost for Academic Affairs for review and incorporation into procedures as deemed appropriate.