

Faculty and Staff Excellence Awards

Each spring semester, the College of Arts & Sciences recognizes the outstanding contributions of our faculty and staff. Faculty can be nominated for several awards in the categories of research, teaching, mentoring, and service. Staff can be nominated for administrative excellence. Faculty recipients receive a certificate of recognition and a \$1000 award which may be used to reimburse professional expenses (travel, books, professional membership fees, software, etc.) or for departmental purchases or activities. Staff recipients receive a \$1000 award and a certificate of recognition.

1. ELIGIBILITY

All full-time regular faculty and adjunct instructors of the College of Arts & Sciences are eligible. Faculty must hold Graduate Faculty status to be eligible for the graduate-level awards. A faculty or staff member who receives an award is not eligible again until five years have elapsed, counting the year in which the award was made.

2. CRITERIA FOR SELECTION

Outstanding work comes in many forms and it is impossible to list all of the qualities that would be worthy of an award. The criteria outlined here are offered as guidelines only. Letters of nomination should describe the outstanding characteristics and achievements of the nominee(s) as appropriate. The selection committees (described below) are not limited by the following criteria in determining the finalists and recipients of the awards.

Excellence in Research Awards

Excellent research may be demonstrated by the following qualities:

- **Originality:** The work should make a significant and original contribution to the field/discipline, offering new insights, ideas, or approaches that advance knowledge, solve important problems, or help us understand the human condition more deeply.
- **Significance:** The work should have a substantial impact on society or the field and have clear implications and relevance for important questions, issues, or challenges within the field. If it is intended for educational purposes or a general audience, those recommending it should speak to its significance in those contexts.
- **Quality/Rigor:** The work relies on appropriate methodologies, executed with precision. Data is used when necessary and is trustworthy. Analysis relies on sound techniques, clearly articulated.
- **Engagement/Accessibility:** For academic articles, results are presented transparently and effectively, in a high-impact medium. For instructional materials and general audiences, the work fosters interest, interaction, and/or access. Such works may support student learning, community engagement, or practical action.
- **Impact:** Whether this is impact on learning outcomes and educational achievement or an impact on audience lives or advocacy efforts, the awards committee may consider the

potential impact of a work. This might also include characteristics such as innovation, interdisciplinary contributions, and/or collaborative work.

Excellence in Undergraduate, Graduate, and Adjunct Teaching Awards

Excellent teaching may be demonstrated by the following qualities:

- demonstrated knowledge of course content
- passion for the ideas being taught
- clarity in presenting course content
- clearly articulated standards for student performance
- ability to inspire students
- concern for students
- integration of life issues into course content
- integration of University mission into course content (forming men and women for others; leadership development; communication of spirituality and values; civic and professional responsibility; concern for the whole person; respect for diversity)

Excellence in Undergraduate and Graduate Mentoring Awards

An outstanding mentor may have the following qualities:

- concern for students as learners and as persons
- availability for consultation
- expertise in addressing students' needs and concerns
- professional guidance
- ability to inspire
- approachability

Excellence in Service Awards

A faculty member with outstanding service may demonstrate the following qualities:

- relationship of service performed to the Mission of the University
- impact of service on the University
- impact of service on the community
- understanding of the meaning and value of performing service for the benefit of others

Staff/Technical Staff Excellence Awards

An outstanding staff member often demonstrates the following qualities:

- willingness to exercise leadership, take initiative, and to accept and carry out additional responsibilities beyond regular job assignments for the good of the College community as a whole;
- superior judgment and decision making that reflects responsibility and accountability;

- exceptional interpersonal relationship skills;
- outstanding teamwork capabilities that create a positive atmosphere and promotes positive morale.

3. SELECTION PROCESS

The selection process consists of three steps: nominations, submission of documentation by finalists, and selection of awardees by the selection committee.

Five faculty members, one from each disciplinary division (Humanities, Social Sciences, Natural Sciences) plus two others, will make up the committee for the Excellence in Research awards. These will normally be composed of the five faculty awardees from the previous year. Similarly, the selection committee for faculty teaching and mentoring awards is normally composed of the seven faculty member awardees from the previous year, along with one undergraduate student and one graduate student. Student members are nominated by the departmental Chairs upon request by the Associate Dean for Graduate Education. A committee composed of three staff volunteers reviews and selects the staff awardee.

The Associate Dean for Graduate Education will serve as an ex-officio non-voting member of the selection committees. The awards should be widely advertised prior to the nomination deadline by flyers, on the Arts & Sciences Facebook page, emails to students and staff, or through other appropriate means.

Nominations

Nominations are submitted electronically using the appropriate nomination form.

Excellence in Research Awards

Any full-time Faculty member who is employed at the College of Arts and Sciences at Saint Louis University may nominate (or self-nominate) a candidate for an Excellence in Research Award for works that were published, produced, or appeared during the previous academic year (7/1 of the preceding year to 6/30 of the current year), by any faculty or staff member who is employed more than half-time by the College of Arts and Sciences. The categories are as follows:

- Excellent Academic Article (one each in the Humanities, the Social Sciences, and the Natural Sciences).
- Excellent Work for a General Audience
- Excellent Instructional Materials

A letter of nomination (2-page maximum) should be prepared and attached to the nomination form that lists the title and location of appearance of the specific work that is being nominated and describes why the nominee's work is deserving of the award.

Excellence in Undergraduate, Graduate, and Adjunct Teaching Awards

Any undergraduate or graduate student fully enrolled in the College of Arts & Sciences or any faculty member with primary appointment in the College of Arts & Sciences may nominate candidates for a teaching award. A letter of nomination (2-page maximum) should be prepared and attached to the nomination form describing why the nominee is deserving of the award.

Excellence in Undergraduate and Graduate Mentoring Awards

Undergraduate or graduate students fully enrolled in the College of Arts & Sciences may nominate outstanding mentors who have enriched, encouraged and inspired the academic, personal and professional life of their mentees. A letter of nomination (2-page maximum) should be prepared and attached to the nomination form describing why the nominee is deserving of the award.

Staff Excellence Awards

Students with declared majors, faculty, and staff from the College of Arts and Sciences are encouraged to submit nominations. A letter of nomination (2-page maximum) should be prepared and attached to the nomination form describing why the nominee is deserving of the award.

Notification of nomination and supporting documentation

All nominees are notified in December that they are finalists for the Excellence Awards.

Documentation

Supporting materials must be submitted by the end of January. These materials will only be accepted through the Google link emailed to nominees after notification.

Each Finalist for an Excellence in Research Award should submit the following information:

- ORCID ID
- letter of support from the Department Chair
- letter from a colleague
- abbreviated vita (no more than two pages)
- copy of the research product or a way to access a relevant portion of the work (no more than 25 pages or 20 minutes)

Each finalist for an Excellence in Teaching Award should submit the following information:

- letter of support from the Department Chair
- letter from a colleague
- letter from one student
- abbreviated vita (no more than two pages)
- statement of teaching philosophy (one page)

- student comments relevant to teaching from student evaluations (1 page maximum) for courses taught in the past 2 years (numeric rankings should not be included)

Each finalist for an Excellence in Mentoring Award should submit the following information:

- letter of support from the Department Chair
- letter from a colleague
- letter from one student
- abbreviated vita (no more than two pages)
- statement of mentoring philosophy (one page)
- number of students mentored

Each finalist for a Faculty Service Excellence Award should submit the following information:

- letter of support from the Department Chair
- letter from a colleague
- list of service activities (no more than two pages)
- narrative reflection on service commitment (one page)

Each finalist for a Staff Excellence Award should submit the following information:

- current resumé
- letter of support from department chair or supervisor
- letter of support from another University member

Selection of Award Recipients

The selection committees will meet on the third Friday of February (staff award at 10 am; faculty teaching, mentoring, and service at 1 pm, and faculty research at 3 pm). Members will review nominations and provide a ranked list of recommendations for the award recipients to the associate dean.

4. AWARDS EVENT

The College Excellence Awards will be presented at the Spring Faculty & Staff Assembly.

5. TIMETABLE

- advertise in mid-October and mid-November.
- accept nominations until the first week of December.
- notify nominees by mid-December, include Google link for submission of nominee's supporting materials.
- nominees must submit supporting materials through the link by the end of January.
- selection committees meet on the third Friday in February, with notifications to recipients to Follow.