

Faculty Awards for Teaching, Research, and Service

Purpose: To acknowledge and celebrate exemplary faculty teaching, research, and service, the following awards are instituted. These awards recognize significant achievements in the areas of teaching, research, and service, which serve as models for all faculty members.

Eligibility: All full-time regular, professional, and term faculty are eligible for nomination for these awards.

Awards: A maximum of one award for teaching, one award for research, and one award for internal or external service, may be made. A (pre-tax) honorarium of \$1,000 per award, a public citation, a press release, an appropriate addition to a university plaque, and presentation at a Benedictine University awards convocation, will celebrate the honorees' contributions.

Nomination: A faculty member may be nominated by any member of the Benedictine University community (faculty, staff, administration, student). A faculty member may nominate him or herself. Nominations must include a cover letter detailing the nominee's exemplary teaching, research or service, and three additional letters of recommendation. In addition, the chair of the nominee's department, and dean of the nominee's college, have the opportunity to support or object to a nomination. Such an objection will not in itself block a nomination, but will be considered in the decision process.

If the nomination is for teaching, the nomination must include at least one letter from a student or group of students attesting to the nominee's teaching excellence, and at least one letter from a Benedictine University faculty member, also attesting to the nominee's teaching excellence. If the nomination is for teaching, the nomination letter must include as attachments, all IDEA summary reports for the previous two semesters or quarters.

If the nomination is for research, the nomination must include at least one letter from a faculty reviewer at another university, at least one letter from a Benedictine University faculty member in the same or a related department, and at least one letter from a Benedictine University faculty member in a non-related department, all attesting to the significance and value of the nominee's research.

If the nomination is for internal service (i.e., service within the Benedictine University community), the nomination must include at least one letter from a member of the Benedictine University community who worked with the nominee, attesting to the leadership and collegiality displayed by the nominee.

If the nomination is for external service (i.e., service to those outside the Benedictine University community), the nomination must include at least one letter from someone outside the Benedictine University community, who worked with the nominee, attesting to the leadership and collegiality displayed by the nominee.

If the nomination is for internal or external service, the nomination must include at least one letter from a member of the served population, attesting to the significance and value of the service.

All nominations are due to the Office of the Provost and Chief Academic Officer for Academic Affairs by March 31 of each year.

Decision Criteria: These awards acknowledge and celebrate exemplary faculty teaching, research and service, and recognize significant achievements in the areas of teaching, research, and service, which serve as models for all faculty.

Decision Process: The Deans and Associate Provost for Academic Affairs may choose from among all complete nominations received by the deadline (a nomination is complete if it includes all the information described above under **Nomination**). The Deans and Associate Provost for Academic Affairs will recommend to the Provost and Chief Academic Officer, who will make the final decision.

Announcement and Award Process: The Provost will notify the Business Office and the Faculty Development Committee, and the Faculty Development Committee will publicize the awardees via email to all faculty and staff. A (pre-tax) honorarium of \$1,000 per award, a public citation, a press release, an appropriate addition to a university plaque, and presentation at a Benedictine University awards convocation, will celebrate the honorees' contributions.