

FOUNDATION AWARDS FOR EXCELLENCE IN TEACHING, RESEARCH, AND SERVICE GUIDELINES -- 2010

Introduction

The Foundation Awards for Excellence in Teaching, Research, and Service are intended to recognize full-time faculty who evidence significant accomplishments. Faculty members may be nominated or apply for the Foundation Awards, which are funded by the Missouri State University Foundation. There is no limit on the number of times an individual faculty member may receive an award; however, individuals may not receive an award in the same category (e.g., research, teaching, and service) until the third year following the receipt of an award. Foundation Awards are based upon the individual faculty member's achievements since receiving his/her last Foundation Award in that category. Achievements prior to employment at MSU will not be considered in determining awards.

Foundation Awards are presented annually to full-time faculty members in recognition of excellence in the areas of teaching, research and/or creative expression and service. Six Foundation Awards will be presented for the 2009-2010 academic year and each recipient will receive a \$3,600 award funded by the Foundation. The Board of Governors approves each individual award in the form of a salary authorization.

Awards are offered at the end of each academic year with the commitment that recipients be available for consultation during the following academic year. If a recipient leaves the University prior to the following academic year, s/he is not eligible to receive the monetary portion of the award. If a recipient leaves the University and is not eligible for monetary remuneration, the amount of the award will be added to the budget of the faculty member's department for the purpose of supporting that department's professional development activities. Faculty members receiving and accepting awards will be asked to complete an abstract (template to be provided by the Provost Office). The abstracts will be compiled to share the expertise of recipients with others on campus. Abstracts must be submitted to the Office of the Provost prior to the faculty member's receipt of the monetary portion of the award.

Foundation award recipients are selected by the Foundation Awards committee, which has one representative from each college. All Foundation awards are subject to final approval by the Provost and the President.

Qualities of Excellence

Foundation Awards will be given for teaching, research and/or creative expression, and service. These traditional tripartite faculty responsibilities represent integrated and complementary activities. The descriptions below are guides in determining what constitutes excellence in academic scholarship and performance.

Teaching: An extraordinary record in teaching will include evidence of treating students fairly and as unique individuals, developing equitable evaluations that accurately reflect student learning, and maintaining high performance expectations and academic integrity. Evidence of an extraordinary record in teaching will include, but not be limited to:

- A one page summary of student evaluations for all statistically-evaluated courses for the past five years. **This is required for the application.** If you have been a faculty member at MSU for less than five years, consider evaluations for the length of time you have been at the University. The summary should include norms, means, and description, or a clear explanation of how evaluations are conducted in the applicant's department. Include an analysis of work load including graduate/undergraduate teaching assignments, and number of students taught for the previous five-year period.
- Other evidence of teaching effectiveness (e.g., student performance and peer review of teaching) that indicates engagement in activities such as:
 - fostering and modeling civic discourse

- lifelong learning and openness to diverse ideas (intellectual curiosity)
- promoting and reinforcing critical thinking and active student involvement in the learning process
- advising and mentoring students in a proactive, empathetic fashion
- collaborating with other faculty, staff, administrators, and the public to minimize barriers to learning
- obtaining funding for support of teaching and learning innovations
- integrating technology
- mentoring student research

The Committee will also consider evidence of teaching scholarship, including scholarly presentations on campus or in the community; designing and refining media of expression; assessing effectiveness of new learning technologies; publishing ancillary text materials to accompany published textbooks; and compiling and disseminating custom texts or reading packages for classes.

Research: Research takes many forms. Using the classification of Ernest Boyer in *Scholarship Reconsidered*, these forms include original research or creative expression (scholarship of discovery); review and integration of prior research (scholarship of integration); application of current knowledge and innovations to important practices (scholarship of application); and dialectical engagement of students in the process of inquiry and discovery (scholarship of teaching). Evidence of an extraordinary record in research will typically include but not be limited to:

- an analysis of work load including graduate/undergraduate teaching assignments, and number of students taught for the previous five-year period
- high quality scholarly monographs or books that advance understanding
- original research findings published in scholarly journals. Publications must be designated as refereed and non-refereed
- a record of mentoring student research
- original artistic expressions
- presentations of original research findings
- published textbooks summarizing existing research
- published professional or applied research journal articles
- presentations of exhibits or performances (*these should be designated as juried and non-juried*)
- published literature reviews or position papers
- presentations of integrative or applied research
- grants or other funding for support of research/creative activity

Service: An extraordinary service record will include evidence of involvement in the University's governance process through committees and other mechanisms of shared governance and service to professional associations. It will typically include but not be limited to:

- an analysis of work load including graduate/undergraduate teaching assignments, and number of students taught for the previous five-year period. **This is required for the application.**
- engaging in non-compensated professional community service and unpaid consulting
- establishing opportunities for student experiences (e.g., practicums, internships, service opportunities)
- obtaining funding and other resources for support of service

Nomination Process

Nominations: Students, faculty, administrators, staff, alumni, and other groups are encouraged to nominate full-time faculty members for Foundation Awards. Faculty may also self-nominate and are encouraged to do so.

If you wish to nominate a faculty member, send a letter to the Office of the Provost, Attn: Mary Lynne Golden, with a copy to the nominee. All letters of nomination must be submitted to the Office of the Provost by **November 18, 2009**.

If you are self-nominating, submit the Nomination form to the Office of the Provost, Attn: Mary Lynne Golden by **November 18, 2009**. This form is online at: <http://www.missouristate.edu/provost/foundationawards.htm>

Nominees will be contacted by the Office of the Provost in order to confirm intent of application. Nominees may choose to count letter of nominations as one of the five letters of recommendation required for the application. It is the nominee's responsibility to assemble application materials as outlined below.

Application Process

Applications: Only full-time faculty are eligible for these awards, this includes faculty who hold administrative appointments. A faculty member may not receive more than one Foundation Award (except Excellence in Community Service Award) in any given year although s/he may apply for an award in more than one category. In addition, recipients of Foundation Awards must have completed a minimum of three years of service to the University as full-time faculty. Achievements prior to employment at Missouri State will not be considered in determining awards. A complete application includes the following (*in this order*):

1. **Application Form** (available online at: <http://www.missouristate.edu/provost/foundationawards.htm>)
2. **Cover Letter** not to exceed three pages with 12-point font. The cover letter should include a clear explanation in lay terminology of the specific contributions for which the award is sought.
3. **Vita** not to exceed five pages.
4. **Supporting Materials** not to exceed 20 pages or comparable creative material. All pages should be numbered. If using page protectors, include only one single-sided page per protector. Each original page of copied material counts as one page no matter the size of the final copy (e.g., if material is reduced to fit two pages onto one, it will count as two pages). The Committee reserves the right to request additional information referenced in the vita. All applications must be accompanied by a one page summary of student evaluations for all statistically-evaluated courses for the past five years (if you have been a faculty member at the University for less than five years, consider evaluations for the length of time you have been at the University). The summary should include norms, means, and description, or a clear explanation of how evaluations are conducted in the applicant's department. Also include an analysis of work load including graduate/undergraduate teaching assignments, sabbaticals, fellowships, and reassigned time over a five year period. The summary page and the work load analysis are counted towards the 20 page limit. If the supporting materials exceed 20 pages, the entire application will be disqualified.
5. **Letters of Recommendation** not to exceed five. Letters of nomination may be substituted for letters of recommendation. However, the total number of letters is not to exceed five. Letters of Recommendation are not confidential and are not included as part of the count of 20 pages of supporting material.
6. **Recommendation Letters from Department Head and Dean.** As with all other recommendations, these two letters are not included as part of the count of 20 pages of supporting material nor as part of the maximum five letters of recommendation.

The application form is online at <http://www.missouristate.edu/provost/foundationawards.htm>. Typically, a faculty member applies for an award in one category in a given year; however, if a faculty member is qualified and does apply for a Foundation Award in more than one category, a separate and distinct application must be submitted.

Applicants must submit applications for Foundation Awards to the departmental office by **January 12, 2010**.

Departmental offices must forward applications to the dean's office by **January 18, 2010**.

Deans must forward applications for Foundation Awards to the Office of the Provost by **January 21, 2010**.

Office of the Provost 10/09