

**Missouri State University's Foundation Awards for Excellence in Teaching, Research and Service
Timeline and Process Description (revised November 2024)**

The Foundation Awards for Excellence in Teaching, Research (and/or creative expression) and Service are intended to recognize full-time faculty who demonstrate evidence of significant accomplishments. Faculty members must be nominated by peers for the Foundation Awards, which are funded by the Missouri State University Foundation. Foundation Awards are presented annually up to two faculty in each of the three categories. Each recipient receives \$3,600 in the form of a salary authorization. The process steps and timeline are as follows.

- **Step 1: First Friday in December: Peer nominations due to college dean**
- **Step 2: Third Tuesday in January: Faculty member award submission due via Faculty Success**
- **Step 3: Second Friday in February: College selections due**
- **Step 4: Last working day of February: Deans' Team selections due**

Process Description

Peer nominations: Faculty and staff, including academic unit leaders, are asked to nominate a peer to be considered as a college's recipient for teaching, research or service recognition. The process to nominate a peer includes an email to the college dean and academic unit leader indicating who you are nominating, for which category and why. Nominations can come from within and outside the college. You may nominate more than one peer in any category. You must write a separate email for each nomination you make. Deans will notify faculty members who have been nominated and request they complete an award submission.

Faculty member award submission: Faculty are asked to provide (1) a cover letter (not more than two pages) describing accomplishments in the particular category and (2) evidence that meets the criteria that's listed below by category. All application materials (cover letter and supporting evidence) must be submitted via Faculty Success. The descriptions that follow are guides in determining what constitutes excellence in academic scholarship and performance. Foundation Awards are based upon the individual faculty member's achievements since receiving her/his last Foundation Award in that category and for the work performed at Missouri State University.

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 typically include, but not be limited to:

- Required: 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 MSU for less than five years, evaluations for the length of time you have been at the university will be considered. 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 workload, 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 reviews of teaching) that indicates the faculty member has engaged in activities such as:
 - fostering and modeling Missouri State's public affairs mission, civic discourse and intellectual curiosity and overall public affairs;
 - promoting and reinforcing interdisciplinary connections, critical thinking, active student engagement and high-impact practices in the learning process;
 - modeling inclusive teaching and lifelong learning;
 - 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 and enactment of teaching and learning innovations;
 - integrating technology; and/or
 - mentoring student research.
- The college-level awards committee will also consider evidence of teaching scholarship, including scholarly presentations on campus and/or externally; 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/Creative Expression: 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:

- Required: An analysis of workload, including graduate/undergraduate teaching assignments and number of students taught for the previous five-year period.
- Other evidence of research achievements, such as:
 - high-quality scholarly monographs or books that advance understanding;
 - original research findings published in scholarly journals (with all publications designated as refereed or 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 (with all presentations designated as juried or non-juried);
 - published literature reviews or position papers;
 - presentations or integrative or applied research; and/or
 - 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:

- Required: An analysis of workload, including graduate/undergraduate teaching assignments and number of students taught for the previous five-year period.
- Other evidence of extraordinary service, such as:
 - engaging in non-compensated professional community service and unpaid consulting;
 - establishing opportunities for student experiences (e.g., practicums, internships, service opportunities); and/or
 - obtaining funding and other resources for support of service.

College selection: College deans will name an awards committee. This committee will select up to two individuals in each Foundation Award category to forward on for university wide consideration.

Deans' Team selection: The previous year's Foundation Award recipients along with the Deans' Team will review submissions from all colleges and select up to two individuals in each Foundation Award category to receive Foundation Awards. Additionally, the group will select the Governors' Award for Excellence in Education recipient from the two teaching category selectees.

Other:

- Only members of the full-time faculty are eligible for these awards. Faculty members who hold administrative appointments are eligible for Foundation Awards in teaching, research and/or creative activity, and service. Recipients of Foundation Awards must have completed a minimum of three years of service to the university as full-time faculty.
- A faculty member may not receive more than one Foundation Award in any given year although s/he may be nominated in more than one category. Faculty members cannot receive an award in the same category within a three-year period.
- 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.
- All Foundation Awards are subject to final approval by the provost and the president.