

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD  
ACADEMIC SENATE

FAC

**Faculty Awards Process – Handbook Change**

RES 181909

**RESOLVED:** That the Academic Senate of CSU Bakersfield recommend to the President that the University Handbook be revised as follows:

**308 REVIEW PROCEDURES FOR SPECIAL AWARDS AND APPOINTMENTS**

The Faculty Honors and Awards Committee (FHAC) is the University-wide committee responsible for reviewing and making recommendations for the granting of honors, awards, and distinctions as specified in this section, except for the Faculty Research Award. A Recommendation for the latter is determined by the Research Council of the University. The FHAC consists of five (5) full-time tenured faculty elected by the faculty for two- year terms on a staggered basis. The faculty of the schools of Arts & Humanities, Business and Public Administration, Natural Sciences, Mathematics and Engineering, Social Sciences and Education shall each elect one member and an alternate from their respective school, and one member and one alternate shall be elected at large by the faculty. (*Revised 6-28-18*)

**308.1 Appointment and Review of Endowed Professors**

- a. Endowed Professorships are positions that may be filled by individuals of various academic rank. Such professorships provide the University with the opportunity to augment faculty salaries in specific disciplines, to establish new field of expertise in specific departments and schools, and to bring nationally and internationally known scholars to CSUB.
- b. Appointment procedures for Endowed Professorships shall follow those of regular appointments to faculty positions, with the exception that the search and screening committee shall include the members of the FHAC. The recommendations of the augmented search and screening committee shall be forwarded via the P&VPAA to the President for final action.
- c. Faculty holding Endowed Professorships are subject to review on an annual basis in accord with current policies of the Board of Trustees. Review procedures for Endowed Professorships shall normally be those appropriate to the rank of the person being reviewed. It is anticipated that under normal circumstances the annual reviews required by the Board of Trustees shall be of routine nature for faculty holding tenured associate or tenured professor rank. Fifth-year reviews

shall be more extensive and in accord with regular RTP or post-tenure review procedures.

### **308.2 Emeritus Status**

The award of Emeritus status to a retiring or retired faculty member is to be considered an honor bestowed in recognition of meritorious contributions to the University over an extended period.

(Revised 2/24/16)

#### **308.2.1 Eligibility**

Emeritus status shall be granted to faculty members who, over an extended period of time, have a meritorious record in one or more of the areas of teaching, scholarship, and/or service. Of prime importance is demonstration of a strong commitment to the University, its goals, and general well-being as an academic institution within the community. The awarding of Emeritus status shall not be limited by considerations of rank or status. The Emeritus title shall be appended to the rank or status of the individual at or following the time of retirement. (Revised 2/24/16)

#### **308.2.1b Posthumous Eligibility**

A faculty member may be approved for Emeritus status posthumously, whether death is prior to or after separation from employment. (Added 2/24/16)

#### **308.2.2 Nominations**

Nominations and all relevant materials for Emeritus awards shall be submitted to the FHAC by any peer or group of peers, preferably from the faculty individual's department or unit. In all instances, before making a decision regarding a nomination, the FHAC shall obtain documentation that the nominee's department or equivalent unit considered the nomination and made a collective decision whether to support, oppose, or take no position regarding the nomination. The FHAC will report the department or unit's position to the President as part of the materials they submit on that nominee. Nominations should include a supportive summary statement outlining the meritorious contributions. Recommendations may be supplemented by others or the person nominated. Personnel Action Files will not normally be considered during the award selection process. (Revised 2/24/16)

#### **308.2.3 Number of Awards**

The FHAC shall provide timely review of all nominations for Emeritus status for faculty members who have retired or for whose anticipated retirement date is within one year of the date of the nomination. Awards are to be regarded as an honor and a continuing commitment of the University to designated faculty members. There shall be no quota or limitation on the number of such awards each year. The committee shall submit all nominations and its recommendations directly to the President in a timely manner. The President shall make the final decision regarding awards. (Revised 6/22/16)

#### **308.2.4 Privileges and Public Announcement**

Public announcement of any Emeritus awards shall take place during an event suitable to the announcement. The award of Emeritus status shall entitle the recipient to the following:

- a. A certificate of award of emeritus status at an event suitable to the announcement;
- b. Listing within faculty roster published in the catalog and appropriate University or CSU system bulletins or announcements;
- c. A faculty membership card for purposes of appropriate identification;
- d. Library privileges and services ordinarily accorded to faculty;
- e. Free parking privileges (issued annually);
- f. Continuous access to a University email account.

The award of Emeritus status may also entitle the recipient to the following institutional courtesies or benefits when they are appropriate and available:

- g. Timely notice of all General Faculty meetings and events of the University and such other notices as desired;
- h. Mail services, including the mailing of appropriate faculty notices;
- i. Space for scholarly or other professional pursuits, as available;
- j. Access to and appropriate use of campus buildings, including spaces for conference and laboratory facilities;
- k. Use of campus recreational facilities with payment of membership fee;
- l. Discounts for specified commercial events or programs sponsored by CSUB;
- m. Free passes or discounts to University athletics events;
- n. Limited use of telephone and Reprographics services; (*Revised 2/24/16*)

### **308.3 Annual Faculty Awards for Excellence**

The following honors are annually bestowed upon faculty members who have distinguished themselves in areas of teaching, faculty leadership and service, or in research. In addition, the campus nominates faculty for the system-wide Wang Family Excellence Award.

In each instance the Provost/Vice President for Academic Affairs (P&VPAA) shall initiate the selection process by notifying the Faculty Honors and Awards Committee and Academic Senate of the timeline for proceeding.

Members of the Faculty Honors and Awards Committee shall neither be eligible to nominate a candidate for any of these awards nor be a candidate for any of the awards. Further, it is expected that committee members shall enter the process free of bias for or against any nominee.

The following is suggested as a timetable for awards of the Millie Ablin Excellence in Teaching, Faculty Leadership and Service, and Faculty Scholarship and Creative Activity:

Third Week of Spring semester	P&VPAA and the Academic Senate Chair jointly issue a call for nominations
45 Days following call	Closing date for nominations
21 Days after close of nominations <i>(Revised 6-28-18)</i>	Awards committee may choose one candidate per award and submit name to Academic Senate approval
Last Spring Senate meeting <i>(Revised 16-08-18)</i>	Senate approval
University Day	Nominee receives award and University <i>(Revised 06-06-17)</i>

**308.3.1 The Millie Ablin Excellence in Teaching Award**

The Millie Ablin Excellence in Teaching Award is intended to recognize and encourage excellence in teaching.

**308.3.1.1 Selection**

A nominee may be chosen annually by the Academic Senate on recommendation of the Faculty Honors and Awards Committee augmented by a student member appointed by the President of the Associated Students.

**308.3.1.2 Procedures**

- a. In the third week of Spring semester each year the P&VPAA shall initiate the process and ask the President of Associated Students to appoint a student to the committee. The P&VPAA and the Chair of the Academic Senate shall, at the same time, send out a call for nominations. This announcement shall include a deadline for submissions and a description of what is required for nomination.  
*(Revised 06-06-17)*
- b. Any full-time member of the CSUB faculty is eligible for nomination, which may be submitted by administrators, faculty, students, or alumni. No self-nominations shall be accepted. The nominee's current abbreviated vita, and a signed, written statement, not exceeding 600 words, summarizing the nominator's reasons for supporting the nominee shall be submitted. The statement should be concise and factual. The criteria for the award call primarily for excellence in teaching. Scholarship, creative activity, and service to campus and community are

important but may not substitute for a candidate's teaching accomplishments.  
(Revised 06-06-17)

- c. Materials submitted for consideration and all committee deliberations concerning them must be held in strict confidence.
- d. **In all instances, before making a decision regarding a nomination, the FHAC shall obtain documentation that the nominee's department or equivalent unit has considered the nomination and made a collective decision whether to support, oppose, or take no position regarding the nomination.**
- e. The Faculty Honors and Awards Committee may choose the Millie Ablin Excellence in Teaching nominee from among the finalists and submit this candidate's name to the Academic Senate for approval. The Faculty Honors and Awards Committee is not obligated to forward a nomination if a worthy candidate is not identified.
- f. In order to maintain confidentiality, all materials collected by the committee shall be promptly destroyed.

### **308.3.2 Faculty Leadership and Service Award**

The Faculty Leadership and Service Award has been established by the Academic Senate of CSUB in order to recognize and encourage outstanding contributions by faculty to the principle and practice of shared governance on this campus as well as service to the community and the University service region.

#### **308.3.2.1 Selection**

The Faculty Leadership and Service Award nominee may be chosen annually by the Academic Senate on recommendation of the Faculty Honors and Awards Committee.

#### **308.3.2.2 Procedures**

- a. In the third week of Spring semester each year the P&VPAA shall notify the Faculty Honors and Awards Committee of the timeline for proceeding. The P&VPAA and the Chair of the Academic Senate shall send out a call for nominations. This announcement shall include a deadline for submission and a description of the requirements for nomination. (Revised 06-06-17)
- b. Any full-time faculty member of the CSUB faculty is eligible for nomination by administrators, faculty, students, or alumni. No self-nominations shall be accepted. A completed nomination form, the nominee's current abbreviated vita, and a signed, written statement not exceeding 600 words, summarizing the nominator's reasons for supporting the nominee shall be submitted. The statement should be concise and factual and confined to issues related directly to matters of shared governance and community service. The criteria for the award, as set forth by the Academic Senate of the California State University, Bakersfield, call for outstanding efforts and service toward collegial governance and service to the community and the university service region. Scholarship, creative activity, and teaching are important but may not substitute for a candidate's service and leadership. (Revised 06-06-17)
- c. The Faculty Honors and Awards Committee may, in seeking to make a selection, solicit additional information about the candidate that it deems relevant and

necessary to make an informed judgment on a worthy nominee for the award. Materials submitted for consideration and those solicited, as well as all committee deliberations concerning them, shall be held in strict confidence.

- d. In all instances, before making a decision regarding a nomination, the FHAC shall obtain documentation that the nominee's department or equivalent unit considered the nomination and made a collective decision whether to support, oppose, or take no position regarding the nomination.
- e. The Faculty Honors and Awards Committee may submit the name of its nominee for the Faculty Leadership and Service Award to the Academic Senate for approval. The Faculty Honors and Awards Committee is not obligated to forward a nomination if a worthy candidate is not identified.

### **308.3.3 Faculty Scholarship and Creative Activity Award**

The Faculty Scholarship and Creative Activity Award has been established to recognize and encourage outstanding contributions to the principle and practice of research in academia.

#### **308.3.3.1 Selection**

The Faculty Scholarship and Creative Activity Award nominee may be chosen annually by the Academic Senate on recommendation of the Faculty Honors and Awards Committee.

#### **308.3.3.2 Procedures**

- a. In the third week of Spring semester each year, the P&VPAA and the Chair of the Academic Senate shall send out a call for nominations. This announcement shall include a deadline for submission and a description of the requirements for nomination. (*Revised 06-06-17*)
- b. Any full-time faculty member of the CSUB faculty is eligible for nomination by administrators, faculty, students, or alumni. A nomination must include the nominee's most current abbreviated vita accompanied by a signed, written statement not exceeding 600 words, summarizing the nominator's reasons for supporting the nominee. The statement should be concise and factual. The ONLY criteria for the award shall be outstanding research or creative achievement.
- c. The Faculty Honors and Awards Committee may, in seeking to make a selection, solicit additional information about the candidates that it deems relevant and necessary to make an informed judgment on the worthiness of the nominee for the award. Material solicited and submitted for consideration, as well as all committee deliberations, shall be held in strict confidence.
- d. In all instances, before making a decision regarding a nomination, the FHAC shall obtain documentation that the nominee's department or equivalent unit considered the nomination and made a collective decision whether to support, oppose, or take no position regarding the nomination.
- e. The Faculty Honors and Awards Committee may submit the name of its nominee for the Faculty Scholarship and Creative Activity Award to the Academic Senate for approval. The Faculty Honors and Awards Committee is not obligated to forward a nomination if a worthy candidate is not identified.

### **308.3.4 Promising New Faculty Award**

The Promising New Faculty Award has been established to recognize exemplary achievements in teaching, research, scholarship, creative activities, and/or service among all full-time, tenure-track faculty (or Assistant Professors). *(Added 06-06-17)*

#### **308.3.4.1 Selection**

The Promising New Faculty Award nominee may be chosen annually by the Academic Senate on recommendation of the Faculty Honors and Awards Committee. *(Added 06-06-17)*

#### **308.3.4.2 Procedures**

a. In the third week of Spring semester each year, the P&VPAA and the Chair of the Academic Senate shall send out a call for nominations. This announcement shall include a deadline for submission and a description of the requirements for nomination. *(Added 06-06-17)*

b. Any full-time, tenure-track assistant professor of the CSUB faculty is eligible for nomination by administrators, faculty, students, or alumni. No self-nominations shall be accepted. A completed nomination form, the nominee's current abbreviated vita, and a signed, written statement, not exceeding 600 words, summarizing the nominator's reasons for supporting the nominee shall be submitted. The statement should be concise and factual and confined to issues related directly to the contributions, achievements, and currency as articulated in criteria for selection. The criteria for the award, as set forth by the Academic Senate of the California State University, Bakersfield, call for the following:

**Contribution:** The primary criterion is outstanding, demonstrated, significant contributions to teaching, research, scholarship, creative activities, and/or service.

**Achievement:** There must be evidence that the nominee has performed work of superb achievement as demonstrated by publication or artistic production and evaluation by peer review.

**Currency:** Nominees shall be scholars who are current with developments and findings in their field and in the use of effective pedagogy. *(Added 06-06-17)*

c. The Faculty Honors and Awards Committee may, in seeking to make a selection, solicit additional information about the candidates that it deems relevant and necessary to make an informed judgment on the worthiness of the nominee for the Promising New Faculty Award. Material solicited and submitted for consideration, as well as all committee deliberations, shall be held in strict confidence. *(Added 06-06-17)*

d. In all instances, before making a decision regarding a nomination, the FHAC shall obtain documentation that the nominee's department or equivalent unit considered the nomination and made a collective decision whether to support, oppose, or take no position regarding the nomination.

e. The Faculty Honors and Awards Committee may submit the name of its nominee for the Promising New Faculty Award to the Academic Senate for approval. The Faculty Honors and Awards Committee is not obligated to forward a nomination if a worthy candidate is not identified. *(Added 06-06-17)*

### **308.3.5 Outstanding Lecturer Award**

CSUB is committed to providing encouragement and supporting outstanding teaching achievements by full-time lecturers. The Outstanding Lecturer Award has been established to honor a full-time lecturer for excellence in teaching effectiveness and service to the CSUB campus community. *(Revised 06-06-17)*

#### **308.3.5.1 Selection**

The Outstanding Lecturer Award nominee may be chosen annually by the Academic Senate on recommendation of the Faculty Honors and Awards Committee. *(Added 06-06-17)*

#### **308.3.5.2 Procedures**

a. In the third week of Spring semester each year, the P&VPAA and the Chair of the Academic Senate shall send out a call for nominations. No self-nominations shall be accepted. This announcement shall include a deadline for submission and a description of the requirements for nomination. *(Added 06-06-17)*

b. All full-time lecturers (as defined by the CSU collective bargaining agreement) with one or more years of full-time teaching at CSUB are eligible to receive the Outstanding Lecturer Award provided they are teaching full time in the year of the award application. The following criteria shall be used:

Teaching Effectiveness: The principal criterion for receiving this award shall be a sustained record of outstanding teaching across multiple terms as evidenced by:

- Summaries of student evaluations and sample comments from students
- Active participation in curriculum development or improvement, assessment, pedagogical improvement, innovation, or integration of high impact practices into teaching
- Peer observations of teaching.

Service: Engaging in service to the campus and/or contributions beyond classroom teaching that benefits students. Examples may include involving students in research, scholarship or creative activities; conducting extra-curricular activities with students; leading field trips; advising student clubs or organizations; and mentoring/advising students.

Currency: Nominees should be current with developments and findings in their field and in the use of effective pedagogy. *(Added 06-06-17)*

c. The Faculty Honors and Awards Committee may, in seeking to make a selection, solicit additional information about the candidates that it deems relevant and necessary to make an informed judgment on the worthiness of the nominee for the award. Material solicited and submitted for consideration, as well as all committee deliberations, shall be held in strict confidence. *(Added 06-06-17)*

d. In all instances, before making a decision regarding a nomination, the FHAC shall obtain documentation that the nominee's department or equivalent unit considered the nomination and made a collective decision whether to support, oppose, or take no position regarding the nomination.

e. The Faculty Honors and Awards Committee may submit the name of its nominee for the Outstanding Lecturer Award to the Academic Senate for approval. The Faculty Honors and Awards Committee is not obligated to forward a nomination if a worthy candidate is not identified. *(Added 06-06-17)*

**RATIONALE:** The entire handbook section is included in this resolution. The one overlooked award is included as underlined.

**Distribution List:**

President  
Interim Provost and VP Academic Affairs  
Vice-Provost  
Department Chairs  
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Approved by the Senate April 25, 2019