

## UNIVERSITY OF LOUISIANA AT LAFAYETTE

### CRITERIA AND PROCEDURES FOR SELECTING EMINENT FACULTY

The Eminent Faculty Awards is a tradition of recognizing excellence. The Eminent Faculty program serves as the highest-level University recognition program. The Eminent Faculty Awards is a faculty recognition program honoring five faculty members for their outstanding efforts in teaching, research, and service-learning outreach. Each recipient receives a \$5,000 stipend and is featured at the Annual Awards Program held each spring by the UL Lafayette Foundation to be honored by their colleagues.

**Distinguished Professor Award:** The Distinguished Professor Award was established in 1965 to recognize faculty members who excel in research, scholarship, or creative works, and who demonstrate a commitment to and effectiveness in teaching and who make significant contributions to campus life and the community. The first to receive the award include Ms. Cora S. Savoy, Dr. Amos Simpson, Dr. Thomas Francis Maher, Dr. Richard W. Traxler, and Dr. Ray P. Authement. Since then, more than 150 faculty members have received the award for their accomplishments.

**Dr. Ray P. Authement Excellence in Teaching Award:** Beginning in 1992, the Dr. Ray P. Authement Excellence in Teaching Award began recognizing faculty for outstanding teaching. The award seeks faculty who have demonstrated a commitment to and effectiveness in student learning, as evidenced by their instructional innovation, the performance of current students and past graduates in graduate school, or professional careers. The first faculty member to receive the award was Ms. Patricia Jones, Assistant Professor of Mathematics.

**Leadership Service Award:** The Leadership Service Award established in 2016 recognizes faculty each year for efforts in guiding their students through course-specific civic engagement and service learning. This work is a vital educational experience for the students and contributes to the development of the University and community. The first faculty member to receive the award was Mr. Geoffery Gjertson, Professor of Architecture.

The number of awards in each category is as follows:

Award	D. Professor	Teaching E.	L. Service
Total number of University Awards	2	2	1

#### Criteria

Each award program has specific requirements regarding criteria for selection, academic qualifications, rank, and length of service at UL Lafayette. Faculty holding endowed professorships and chairs can be nominated for the Distinguished Professor Award. Deans, department heads, and acting department heads are ineligible. Persons who have been nominated before but who have not received the award are eligible to be nominated again.

#### Distinguished Professor

1. **Basic Criteria for Selection:** The basis for nominating a candidate shall be: significant publications, robust research, scholarship, or creative works research activities, or the equivalent; commitment to and effectiveness in teaching; significant professional service; significant committee work or other contributions to campus life and the community.
2. **Length of Service and Status:** The candidate must be tenured and have a minimum of eight years' full-time service at UL Lafayette.
3. **Rank:** The candidate must hold the rank of either Associate Professor or full Professor.
4. **Academic Qualifications:** The candidate must hold the terminal degree in their field i.e. PhD, Ed.D, DNP, M.Arch, or MFA.

# UNIVERSITY OF LOUISIANA AT LAFAYETTE

## CRITERIA AND PROCEDURES FOR SELECTING EMINENT FACULTY

### Ray P. Authement Excellence in Teaching

1. **Basic Criteria for Selection:** The criteria for selection includes: commitment to and effectiveness in teaching; instructional innovation; performance of current students and graduates in professional or graduate school or careers; publications, especially those relating to pedagogy in the discipline; significant service which contributes to effective teaching; and significant committee work or other contributions to campus life and the community.
2. **Length of Service:** The candidate must have a minimum of eight years' full-time service at UL Lafayette.
3. **Rank:** There is no restriction on the rank of the candidate.

### Leadership Service

1. **Basic Criteria for Selection:** The criteria for selection includes: commitment and effectiveness to service learning, combining service and classroom instruction, engaging community partners, providing solutions for a community identified problem, reflective thinking activities, and developing a student's personal and civic responsibility activities. The exceptional faculty will integrate service learning as a key component of higher education providing students with skills and knowledge to become effective citizens and community leaders. A key factor will be the innovation of the faculty to engage problem-solving in the classroom.
2. **Length of Service:** The candidate should have a minimum of three years' full-time service at UL Lafayette.
3. **Rank:** There is no restriction on the faculty rank of the candidate

### Procedures

The number of applicants that a college may submit is based on the number of faculty members who meet those qualifications within the college.

College	D. Professor	Teaching E.	L. Service
Arts	2	2	2
B.I. Moody Business Administration	2	2	2
Education	1	1	2
Engineering	2	1	1
Liberal Arts	3	3	3
Nursing & Allied Health	1	2	1
Ray P. Authement Sciences	3	3	3

In the fall, each department selects nominees for the Distinguished Professor Award, Dr. Ray P. Authement Excellence in Teaching Award, and the Leadership Service Award who meet the above criteria. The letter of nomination from the department head should be as complete as possible, amplifying or explaining the importance of items listed in or omitted from the vita (see the suggested format for letters).

Once the selection at the department level is complete. The department head forwards their names to the dean of the college who shall organize procedures to select the number of candidates for their college and then forward the names to the Office of Faculty Affairs. The letter from the dean should be as complete as possible, amplifying the information in the department head's letter. The review of the applications will be by the appropriate committee, i.e., by the Distinguished Processor Selection Committee, Excellence in Teaching Award Selection

## **UNIVERSITY OF LOUISIANA AT LAFAYETTE**

### **CRITERIA AND PROCEDURES FOR SELECTING EMINENT FACULTY**

Committee, Leadership Service Selection Committee. Note the Selection Committees are composed of members from different disciplines. Therefore, as much clarifying information as possible is very important in the cover letters written by the Department Head and Dean.

The Assistant Vice President for Academic Affairs, Office of Faculty Affairs, chairs each of the Selection Committees comprised of faculty from each college approved by the dean. When possible, this committee consists of faculty members who are past recipients of the award. The Committee then forwards the selected candidates to the Provost and Vice President for Academic Affairs and the President of the University. The Committee shall review the credentials of the candidates and rank them independently of one another. The Committee shall then meet and select the appropriate number of candidates and forward their names to Provost and Vice President for Academic Affairs and the President of the University. If they concur, the Assistant Vice President for Academic Affairs, Office of Faculty Affairs forwards the awardee information to the Foundation.

#### **Application**

Applications for Eminent Faculty Awards are considered each academic year. Initially, applicants will submit applications directly to their college for consideration by the College Screening Committee. The Dean of each college will then submit the nominees to the Office of Faculty Affairs. By the first week of December, Faculty Affairs will contact each nominee via email with the online application portal link information. The deadline for nominees to submit their application is mid-January.

#### **Application Materials**

The candidate should secure electronic materials that will present the best and most complete profile for consideration for the award.

#### **Common Application Materials for All Three Awards (Required Material from the Candidate):**

- A complete current vita.
- A reflective statement of up to 500 words as appropriate for each award, i.e. for Ray P. Authement Excellence in Teaching Award describing personal teaching philosophy, strategies, and objectives.
- Copies of a few recent publications and/or other documentation to support their candidacy.
- Contribution to or editing of professional journals in the professor's discipline.
- Honors or other recognition from colleagues such as an award from a professional organization for distinguished achievement.
- Statements from colleagues who have knowledge of the faculty member's research scholarship or creative works, teaching, or service-learning efforts as appropriate for the specific award.
- Statements by alumni on the quality of student research, instruction, or service-learning experience as appropriate for the specific award.
- List of students whom the candidate directed or supervised for honors, masters, or doctoral degrees. (Indicate whether service was as chairperson or member of the committee)
- List of funded grants that contribute to excellence in the candidate's discipline.
- A record of students' success in advanced courses, graduate school, or professional fields.
- A letter of recommendation from the head of the department.
- A letter of recommendation from the dean.

Suggested information in letters of recommendation:

## **UNIVERSITY OF LOUISIANA AT LAFAYETTE**

### **CRITERIA AND PROCEDURES FOR SELECTING EMINENT FACULTY**

Letters should indicate the following as appropriate for the specific award:

- Whether publications are in nationally refereed journals and the significance of publications which are not in such journals.
- Importance of the externally funded research conducted by the candidate.
- Relative prestige of the journal in the field.
- Prestige of any galleries in which art work is exhibited.
- Description of the characteristics which prompted the recommendation of the candidate for the appropriate award.
- Reference to documented observations of the teacher's performance in the classroom.
- Information from current and former students about the effectiveness of the instructor in the classroom.
- Information on funded grants, including whether the nominee wrote and/or directed the project or was a major participant in another person's research.
- Information concerning publications and papers published or delivered at local, state, regional, and/or national meetings.
- Information on direction and/or organization of conferences for national or international professional societies in the discipline, etc.

#### **Additional Application Materials for the Distinguished Professor Award:**

- List research, scholarship, or creative activities within the past five years not included in CV.
- Representative research, scholarship, or creative work.

#### **Additional Application Materials for the Ray P. Authement Excellence in Teaching Award:**

- A list of courses taught over the last five years.
- Representative course syllabi which detail course content and objectives, teaching methods, readings, and other assignments (including writing projects).
- Description of curricular revisions, including new course projects, materials, etc.
- Student course and teaching evaluation data, e.g., the student evaluations of instruction for the past five years (comments, if computer forms have not been returned).
- Information on the professor's performance as a faculty advisor. This would come primarily from students, but supplementary information might also come from the department head or advising coordinator or from colleagues.
- Student publications or student conference presentations on course-related work.
- Examples of graded student essays showing excellent, average, and poor work along with the professor's comments as to why they were so graded.

#### **Additional Application Materials for the Leadership Service Award:**

- List of service-learning projects.
- Representative service-learning documentation.

#### **Eminent Faculty Awards Banquet**

Eminent Faculty Awards Banquet is typically held near the end of March or during the month of April. The official date and location are to be determined.