

**Texas Southern University Faculty Excellence Awards
2014-2015**

Awards Sponsored by the Office of the Associate Provost

- While Texas Southern University's colleges and schools offer several awards, including Teacher of the Year Award, Scholarly Research/Creative Activities Award, College Service Award, and Graduate Faculty Teaching Award, the Office of the Associate Provost annually offers seven 7 University-wide awards.
- Faculty may be nominated for all categories for which they may be eligible. The Faculty Awards Committee (FAC) has the option to consider nominees for more than one category for which the nominee may be eligible but will award no more than one award to a nominee for that academic award year. **Note: Family members are neither eligible to nominate nor write letters of support for any of the university-wide awards categories.**
- Nomination portfolio—The original nomination portfolio and three additional copies should be placed in two-inch (maximum) binders and should be printed single-sided, on 8 1/2 x 11-inch paper, using 12-point font, Times New Roman, and assembled in the order specified. A faculty member also has the option of submitting the original nomination portfolio and three (3) USB Flash Drives.
- Nomination portfolios will be returned if they do not meet submission standards. Persons submitting the portfolios are encouraged to send an email to Brown-GuilloryE@tsu.edu in advance of the submission deadline if there are questions about assembling the portfolio.

Presidential Achievement Medal—Overall outstanding teaching, scholarly/creative activities, and service. \$5,000.

McCleary Teaching Excellence Award—Outstanding teaching. \$2,500.

Provost's Core Curriculum Teaching Excellence Award—Distinguished performance in teaching one or a set of core curriculum courses during the academic year (Spring 2014 and Fall 2014) of the award. \$2,500.

Faculty Award for Outstanding Undergraduate Academic Advising—Advising and mentoring undergraduate students. \$2,500.

Scholarly Research/Creative Activities Award—Outstanding scholarly/creative activities. \$2,500.

Distinguished Service Award—Outstanding academic or public service at various levels, including university, local, regional, national, and international. \$1,500.

Faculty Award for Mentoring Undergraduate Research/Creative Activities—Outstanding efforts to mentor undergraduate research/creative activities leading to

publication and/or to formal academic presentations locally, regionally, nationally, and internationally. \$1,500.

Standardized Format for *Curriculum Vitae*

Nominees shall format the Curriculum Vitae to include the following A-Z categories:

- A) Name
- B) College or School
- C) Department
- D) Date and Rank of First Appointment
- E) Secondary Appointment(s) (if any)
- F) Years Granted Toward Tenure at Time of Employment
- G) Current Rank
- H) Date of Current Rank
- I) Date of Tenure (if held)
- J) Faculty Excellence Award Sought
- K) Years of Academic Service
- L) Whether or not degree is terminal (with explanation if degree is not a doctorate)
- M) Schools Attended: dates
- N) Degrees Earned: fields, dates
- O) Special Training Programs: fields, dates
- P) Field(s) of Interest
 - 1) Teaching
 - 2) Research
- Q) Professional Employment: appointment, institution, dates
- R) Consultantships and Professional Services: dates
- S) Organizations: memberships and offices held, dates
- T) Fellowships and Honors: dates
- U) Awards and Prizes: dates
- V) Grants: dates, amounts, whether approved and/or funded, nominee's level of participation, and whether or not Principal Investigator
- W) Scholarship
 - 1) Publications and Presentations with complete citations (MLA or Chicago Manual of Style, etc.): by category, most recent first.
 - (a) Books or Monographs
 - (b) Articles
 - (c) Reviews of nominee's scholarly/creative works
 - (d) Abstracts and Scholarly Papers
 - (e) Artistic Exhibits (group, invited, one-person) and Performances (directed, written, performed)
 - (f) Other—In the case of multiple authorship, the nominee's level of participation should be indicated.
 - 2) Other achievements in the area of scholarship
- X) Teaching (classroom, graduate and professional):
 - 1) Load and level by year since coming to Texas Southern University
 - 2) Other contributions to the area of teaching
- Y) Graduate contributions—Theses and Dissertations: names of students, titles of project, and dates.
- Z) Service to the University, the Profession and the Community: activity, dates

Presidential Achievement Medal

March 23, 2015 Deadline

Criteria

The Presidential Achievement Medal is the highest faculty honor that Texas Southern University bestows. As such, the selected faculty member will demonstrate overall outstanding teaching, research, and service. The recipient will be the faculty member who has earned a national and/or international reputation in his/her field. Nominees must be full-time tenured faculty members who have held a continuous appointment at Texas Southern University for at least five academic years prior to the year of nomination. Previous recipients are eligible for nomination in the tenth academic year following a prior award. All nominees must be available for teaching observation during the Spring 2014 semester so that the committee members may observe their classes or instructional materials.

The Presidential Achievement Medal carries a cash prize of \$5,000.

Nominees must demonstrate excellence in all areas of faculty responsibility. The selection committee will consider the following:

Research and Scholarship—The significance and national/international impact of the nominee's research or creative activity;

Teaching—Evidence of outstanding teaching ability; and

Service—Distinctive and exemplary service to the University, the profession, and the community.

Nomination Process

To nominate a faculty member, submit the following items by **5:00 P.M., Monday, March 23, 2015**. Faculty, students, and alumni may make nominations using the following standards:

1. Nomination Form;
2. Nomination letter from a student, faculty, or alum (maximum of two pages);
3. Nominee's full curriculum vitae (**See Standardized CV Format—A-Z Categories**);
4. Nominee's statement of overall national and/or international achievement in scholarship, teaching, and service (three double-spaced pages);
5. Evidence of outstanding achievement in scholarly/creative activities, including Xeroxed copies (no originals) of representative samples of scholarly/creative work:

- a. Excerpted Xeroxed copies of selections from published works should be listed in the following order, with complete citation, and most recent first: (1) books, (2) monographs, (3) journal articles (Designate refereed journal articles with an asterisk.), (4) refereed proceedings, (5) book chapters, (6) abstracts and scholarly papers, (7) juried exhibits, shows and recitals, (8) performances—directed, written, performed, (9) awards, etc.;
 - b. Reviews: Xeroxed copies of published reviews of nominee’s scholarly/creative activities;
 - c. Funded grants and contracts: Nominee should provide thorough information on all funded grants and contracts, including the dates and amounts of awards;
 - d. Listing of presentations of papers at international, national, regional, and local conferences with complete citations;
 - e. Other achievements in the area of scholarship/creative activities.
6. Five letters of recommendation related to the nominee’s scholarly/creative activities, three of which must come from arm’s length reviewers outside of the Texas Southern University community;
7. Evidence of outstanding teaching ability:
 - a. Present specific evidence indicating changes in course content and teaching methods, together with justification for such changes. This section may include (but is not limited to) sample syllabi, course descriptions, learning portfolios, etc.;
 - b. Evidence of new courses developed with rationale for such development; describe innovative teaching methods, particularly teaching that makes use of instructional technologies, including distance learning courses;
 - c. List University-sponsored community program(s), including workshops, in-service training, field site development, etc., and describe nominee’s role;
 - d. Student advisement and academic supervision (provide evidence of student advisement, supervision of independent study, and supervision of theses, dissertations and other research projects);
 - e. Teaching evaluations (copies of student evaluations for all classes for each semester of the past two academic years and any additional semesters if necessary to provide a representative sample).
8. Three letters addressing the contributions of the nominee to teaching, one from a colleague in the nominee’s department and two from former students;

9. The nominee's spring semester teaching schedule. Please include courses, class times, building(s), and room number(s);
10. Evidence of distinguished service, including Xeroxed copies of representative samples of materials (indicating activity and dates) documenting outstanding service:
 - a. Service to the Department, College, and University: List committee memberships, administrative roles, and other contributions to the University;
 - b. Service to the Profession/Academic Discipline: Describe activities that strengthen the profession, including leadership in professional organizations;
 - c. Service to the Community or Public: Document public involvement that is related to the nominee's area of expertise, including speeches, expert advice to community organizations, donations of creative or scholarly efforts to public institutions, consultations with private organizations, etc.
11. Two letters (from an administrator and a former student/alum) documenting nominee's distinguished and exemplary service.

Selection Process

Based upon materials presented in the nomination portfolio, the Faculty Awards Committee will review the nominations and make recommendations to the Provost.

Submit the original nomination portfolio (printed single-sided, on 8 1/2 x 11 inch paper, using 12-point font) and three additional copies in two-inch (maximum) binders to the Office of the Associate Provost, RJT Library, Room LL02, by 5:00 P.M., Monday, March 23, 2015. A faculty member also has the option of submitting the original nomination portfolio and three (3) USB Flash Drives. Please request a confirmation receipt from the staff person accepting the nomination portfolio. Portfolios will not be accepted after the deadline. Questions should be directed in advance of the submission deadline to Dr. Elizabeth Brown-Guillory at: (713) 313-1180 or via email at Brown-GuilloryE@tsu.edu .

Presidential Achievement Medal Nomination Form

Nominee's Information

Name:

Department:

Address:

Phone:

E-mail:

Nominator's Information

Name:

Address:

Phone:

E-mail:

Nominee's Signature

I consent to the distribution of my nomination portfolio to the members of the Faculty Awards Committee.

Nominee's Signature

Date

This form should accompany the other required Presidential Achievement Medal nomination materials.

Portfolio Checklist—Place a check in each slot.

Please present materials in a binder in the following order:

_____ 1. Nomination form;

_____ 2. Nomination letter (maximum of two pages);

_____ 3. Nominee's full curriculum vitae (**See Standardized CV Format—A-Z Categories**);

_____ 4. Nominee's statement of overall international achievements in scholarship, teaching, and service (three double-spaced pages);

_____ 5. Evidence of outstanding achievement in scholarly/creative activities, including

Xeroxed copies (no originals) of representative samples of scholarly/creative work:

- a. Excerpted Xeroxed copies of selections from published works should be listed in the following order, with complete citation, and most recent first: (1) books, (2) monographs, (3) journal articles (Designate refereed journal articles with an asterisk.), (4) refereed proceedings, (5) book chapters, (6) abstracts and scholarly papers, (7) juried exhibits, shows and recitals, (8) performances—directed, written, performed, (9) awards, etc.;
 - b. Reviews: Xeroxed copies of published reviews of nominee’s scholarly/creative activities;
 - c. Funded grants and contracts: Nominee should provide thorough information on all funded grants and contracts, including the dates and amounts of awards;
 - d. Listing of presentations of papers at international, national, regional, and local conferences with complete citations;
 - e. Other achievements in the area of scholarship/creative activities.
- _____ 6. Five letters supporting the quality and significance of the nominee’s scholarly/creative activities, three of which must come from arm’s length reviewers outside of the Texas Southern University community;
- _____ 7. Evidence of outstanding teaching ability:
- a. Present specific evidence indicating changes in course content and teaching methods, together with justification for such changes. This section may include (but is not limited to) sample syllabi, course descriptions, learning portfolios, etc.;
 - b. Evidence of new courses developed with rationale for such development; describe innovative teaching methods, particularly teaching that makes use of instructional technologies, including distance learning courses;
 - c. List University-sponsored community program(s), including workshops, in-service training, field site development, etc., and describe nominee’s role;
 - d. Student advisement and academic supervision (provide evidence of student advisement, supervision of independent study, and supervision of theses, dissertations and other research projects);
 - e. Teaching evaluations (copies of student evaluations for each semester of the past two academic years and any additional semesters if necessary to provide a representative sample).

- _____ 8. Three letters addressing the contributions of the nominee to teaching, one from a colleague in the nominee's department and three from former students;
- _____ 9. Spring semester teaching schedule (specific details, e.g., courses, class times, building(s), room number(s));
- _____ 10. Evidence of distinguished service, including Xeroxed copies of representative samples of materials (indicating activity and dates) documenting outstanding service:
- a. Service to the Department, College, and University: List committee memberships, administrative roles, and other contributions to the University;
 - b. Service to the Profession/Academic Discipline: Describe activities that strengthen the profession, including leadership in professional organizations;
 - c. Service to the Community or Public: Document public involvement that is related to the nominee's area of expertise, including speeches, expert advice to community organizations, donations of creative or scholarly efforts to public institutions, consultations with private organizations, etc.
- _____ 11. Two letters (from an administrator, a faculty member, and a former student/alum) documenting nominee's distinguished and exemplary service.

Submit the original nomination portfolio (printed single-sided, on 8 1/2 x 11 inch paper, using 12-point font) and three additional copies in two-inch (maximum) binders to the Office of the Associate Provost, RJT Library, Room LLo2, by 5:00 P.M., Monday, March 23, 2015. A faculty member also has the option of submitting the original nomination portfolio and three (3) USB Flash Drives. Please request a confirmation receipt from the staff person accepting the nomination portfolio. Portfolios will not be accepted after the deadline. Questions should be directed in advance of the submission deadline to Dr. Elizabeth Brown-Guillory at: (713) 313-1180 or via email at Brown-GuilloryE@tsu.edu .

McCleary Teaching Excellence Award

March 23, 2015 Deadline

Criteria

Eligible faculty nominees include tenured or tenure-track professors who have demonstrated excellence in teaching and who have been in residence at Texas Southern University for at least two academic years prior to the year of nomination. Previous recipients are eligible for nomination in the sixth academic year following a prior award. All nominees must be available for teaching observation during the Spring 2015 semester so that the committee members may observe their classes or instructional materials.

McCleary Teaching Excellence Award carries a cash prize of \$2,500.

Nominee must provide evidence of outstanding teaching ability.

Nomination Process

To nominate a faculty member, submit the following items by **5:00 P.M., Monday, March 23, 2015**. Faculty, students, and alumni may make nominations using the following standards:

1. Nomination Form;
2. Nomination letter from a student, faculty, or alum (one page);

The nominee's full curriculum vitae (**See Standardized CV Format—A-Z Categories**);

4. Nominee's statement of teaching philosophy, including highlighting of teaching-related activities, such as course development, advising, mentoring, and other contributions to the teaching program of a department or college (three double-spaced pages);
5. Evidence of outstanding teaching ability:
 - a. Present specific evidence indicating changes in course content and teaching methods, together with justification for such changes. This section may include (but is not limited to) sample syllabi, course descriptions, learning portfolios, etc.;
 - b. Evidence of new courses developed with rationale for such development; describe innovative teaching methods, particularly teaching that makes use of instructional technologies, including distance learning courses;
 - c. List University-sponsored community program(s), including workshops, in-service training, field site development, etc., and describe nominee's role;

- d. Student advisement and academic supervision (provide evidence of student advisement, supervision of independent study, and supervision of theses, dissertations and other research projects);
 - e. Teaching evaluations (copies of student evaluations for each semester of the past two academic years and any additional semesters if necessary to provide a representative sample).
6. Nominee's spring semester teaching schedule. Please include courses, class times, building(s), and room number(s);
 7. Five letters of recommendation distributed as follows:
 - a. At least three letters from former students describing the nominee's excellence in teaching as well as contributions to the students' success;
 - b. At least one letter from a faculty member in the nominee's department;
 - c. At least one letter from a faculty member outside of the nominee's department;

Items (a), (b) and (c) should note specific aspects of outstanding teaching (e.g., extraordinary contributions to student learning, student retention in difficult classes, innovative teaching methods, production of exceptional course materials, participation in university-sponsored programs, including workshops, in-service training, field site development, etc.).

Selection Process

Based upon materials presented in the nomination portfolio, the Faculty Awards Committee will review the nominations and make recommendations to the Provost.

Submit the original nomination portfolio (printed single-sided, on 8 1/2 x 11 inch paper, using 12-point font) and three additional copies in two-inch (maximum) binders to the Office of the Associate Provost, RJT Library, Room LL02, by 5:00 P.M., Monday, March 23, 2015. A faculty member also has the option of submitting the original nomination portfolio and three (3) USB Flash Drives. Please request a confirmation receipt from the staff person accepting the nomination portfolio. Portfolios will not be accepted after the deadline. Questions should be directed in advance of the submission deadline to Dr. Elizabeth Brown-Guillory at: (713) 313-1180 or via email at Brown-GuilloryE@tsu.edu .

McCleary Teaching Excellence Award Nomination Form

Nominee's Information

Name:

Department:

Address:

Phone:

E-mail:

Nominator's Information

Name:

Address:

Phone:

E-mail:

Nominee's Signature

I consent to the distribution of my nomination portfolio to the members of the Faculty Awards Committee.

Nominee's Signature

Date

This form should accompany the other required McCleary Teaching Excellence Award nomination materials.

Portfolio Checklist—Place a check in each slot.

Please present materials in a binder in the following order:

_____ 1. Nomination form;

_____ 2. Nomination letter (maximum of two pages);

_____ 3. Nominee's full curriculum vitae (**See Standardized CV Format—A-Z Categories**);

_____ 4. Nominee's statement of teaching philosophy (three double-spaced pages);

_____ 5. Evidence of outstanding teaching ability:

- a. Present specific evidence indicating changes in course content and teaching methods, together with justification for such changes. This section may include (but is not limited to) sample syllabi, course descriptions, learning portfolios, etc.;
- b. Evidence of new courses developed with rationale for such development; describe innovative teaching methods, particularly teaching that makes use of instructional technologies, including distance learning courses;
- c. List University-sponsored community program(s), including workshops, in-service training, field site development, etc., and describe nominee's role;
- d. Student advisement and academic supervision (provide evidence of student advisement, supervision of independent study, and supervision of theses, dissertations and other research projects);
- e. Teaching evaluations (copies of student evaluations for each semester of the past two academic years and any additional semesters if necessary to provide a representative sample).

_____ 6. Nominee's Spring 2014 semester teaching schedule (specific details, e.g., courses, class times, building(s), room number(s));

_____ 7. Five letters of recommendation, three from former students, one from a faculty member in the nominee's department, one from a faculty member from outside the nominee's department, and one from an administrator.

Submit the original nomination portfolio (printed single-sided, on 8 1/2 x 11 inch paper, using 12-point font) and three additional copies in two-inch (maximum) binders to the Office of the Associate Provost, RJT Library, Room LLO2, by 5:00 P.M., Monday, March 23, 2015. A faculty member also has the option of submitting the original nomination portfolio and three (3) USB Flash Drives. Please request a confirmation receipt from the staff person accepting the nomination portfolio. Portfolios will not be accepted after the deadline. Questions should be directed in advance of the submission deadline to Dr. Elizabeth Brown-Guillory at: (713) 313-1180 or via email at Brown-GuilloryE@tsu.edu .

Provost's Core Curriculum Teaching Excellence Award

March 23, 2015 Deadline

Criteria

The Provost's Core Curriculum Teaching Excellence Award recognizes distinguished performance in teaching one or a set of core curriculum courses during the academic year of the award; innovation and involvement in core development projects; thoughtful engagement with the aims of the core curriculum; and excellence in teaching as demonstrated by standard measures of performance. This award signals the key role of instructional quality in shaping education gained through the core curriculum.

Eligible faculty nominees include full-time tenured, tenure track or non-tenure track professors who have demonstrated excellence in CORE (freshmen and sophomore) teaching and who have been in residence at Texas Southern University for at least two academic years (four consecutive long semesters) prior to the year of nomination. Previous recipients are eligible for nomination in the sixth academic year following a prior award. All nominees must be available for teaching observation during the Spring 2014 semester so that the committee members may observe their classes or instructional materials.

The Provost's Core Curriculum Teaching Excellence Award carries a cash prize of \$2,500.

Nominees for the award should present evidence that the nominee has made significant contribution to core education at Texas Southern University. The Faculty Awards Committee reviews the nominations. The strongest nominations will demonstrate a mastery of the following:

- Command of the subject
- An analytical approach to the material
- Consideration of current work in the field
- An ability to show the relationship between the particular subject and other areas of knowledge

Nomination Process

To nominate a faculty member, submit the following items by **5:00 P.M., Monday, March 23, 2015**. Faculty, students, and alumni may make nominations using the following standards:

1. Nomination Form;
2. Nomination letter from a student, faculty, or alum (maximum of two pages);

3. The nominee's full curriculum vitae (**See Standardized CV Format—A-Z Categories**);
4. Nominee's statement of core teaching philosophy, including highlighting how the goals of the core curriculum were addressed in courses taught, how innovation and rigor were manipulated in the courses, and how students responded to instruction. The nominee should highlight of teaching-related activities, such as innovation in core development courses and projects (three double-spaced pages);
5. Evidence of outstanding teaching ability in the core:
 - a. Present specific evidence indicating changes in core course content and teaching methods, together with justification for such changes. This section may include (but is not limited to) sample syllabi, course descriptions, learning portfolios, a sample of student assessments over time, etc.;
 - b. Evidence of innovative strategies that specifically address the challenges associated with teaching core curriculum and/or students who are new to higher education;
 - c. Evidence of rigor in the classroom, particularly teaching that makes use of instructional technologies in core courses;
 - d. List University-sponsored community program(s), including workshops, in-service training, field site development, etc., and describe nominee's role;
 - e. Student advisement and academic supervision (provide evidence of student advisement, supervision of independent study, and supervision of other research projects);
 - f. Teaching evaluations of core courses (copies of student evaluations for each semester of the past two academic years, four consecutive long semesters, and any additional semesters if necessary to provide a representative sample).
6. Nominee's spring semester teaching schedule. Please include courses, class times, building(s), and room number(s);
7. Five letters of recommendation distributed as follows:
 - a. At least three letters from students, two current and one former, describing the nominee's excellence in teaching as well as contributions to the students' success;

- b. At least one letter from a faculty member in the nominee's department;
- c. At least one letter from a faculty member outside of the nominee's department;

Items (a), (b) and (c) should note specific aspects of why the nominee is exceptional as an excellent teacher of core courses (e.g., extraordinary contributions to student learning, student retention in difficult classes, innovative teaching methods, production of exceptional course materials, participation in university-sponsored programs, including workshops, in-service training, field site development, etc.).

Selection Process

Based upon materials presented in the nomination portfolio, the Faculty Awards Committee will review the nominations and make recommendations to the Provost.

Submit the original nomination portfolio (printed single-sided, on 8 ½ x 11 inch paper, using 12-point font) and three additional copies in two-inch (maximum) binders to the Office of the Associate Provost, RJT Library, Room LL02, by 5:00 P.M., Monday, March 23, 2015. A faculty member also has the option of submitting the original nomination portfolio and three (3) USB Flash Drives. Please request a confirmation receipt from the staff person accepting the nomination portfolio. Portfolios will not be accepted after the deadline. Questions should be directed in advance of the submission deadline to Dr. Elizabeth Brown-Guillory at: (713) 313-1180 or via email at Brown-GuilloryE@tsu.edu .

Provost's Core Curriculum Teaching Excellence Award Nomination Form

Nominee's Information

Name:

Department:

Address:

Phone:

E-mail:

Nominator's Information

Name:

Address:

Phone:

E-mail:

Nominee's Signature

I consent to the distribution of my nomination portfolio to the members of the Faculty Awards Committee.

Nominee's Signature

Date

This form should accompany the other required Provost's Core Curriculum Teaching Excellence Award nomination materials.

Portfolio Checklist—Place a check in each slot.

Please present materials in a binder in the following order:

_____ 1. Nomination form;

_____ 2. Nomination letter (maximum of two pages);

_____ 3. Nominee's full curriculum vitae (**See Standardized CV Format—A-Z Categories**);

_____ 4. Nominee's statement of core teaching philosophy (three double-spaced pages);

_____ 5. Evidence of outstanding teaching ability in the core;

- a. Present specific evidence indicating changes in core course content and teaching methods, together with justification for such changes. This section may include (but is not limited to) sample syllabi, course descriptions, learning portfolios, a sample of student assessments over time, etc.;
 - b. Evidence of innovative strategies that specifically address the challenges associated with teaching core curriculum and/or students who are new to higher education;
 - c. Evidence of rigor in the classroom, particularly teaching that makes use of instructional technologies in core courses;
 - d. List University-sponsored community program(s), including workshops, in-service training, field site development, etc., and describe nominee's role;
 - e. Student advisement and academic supervision (provide evidence of student academic advisement in core courses);
 - f. Teaching evaluations of core courses (copies of student evaluations for each semester of the past two academic years, four consecutive long semesters, and any additional semesters if necessary to provide a representative sample).
7. Nominee's spring semester teaching schedule. Please include courses, class times, building(s), and room number(s);
 8. Five letters of recommendation distributed as follows:
 - a. At least three letters from students, two current and one former, describing the nominee's excellence in teaching as well as contributions to the students' success;
 - b. One letter from a faculty member in the nominee's department;
 - c. One letter from a faculty member outside of the nominee's department;

Submit the original nomination portfolio (printed single-sided, on 8 1/2 x 11 inch paper, using 12-point font) and three additional copies in two-inch (maximum) binders to the Office of the Associate Provost, RJT Library, Room LL02, by 5:00 P.M., Monday, March 23, 2015. A faculty member also has the option of submitting the original nomination portfolio and three (3) USB Flash Drives. Please request a confirmation receipt from the staff person accepting the nomination portfolio. Portfolios will not be accepted after the deadline. Questions should be directed in advance of the submission deadline to Dr. Elizabeth Brown-Guillory at: (713) 313-1180 or via email at Brown-GuilloryE@tsu.edu

Faculty Award for Outstanding Undergraduate Academic Advising

March 23, 2015 Deadline

Criteria

The Faculty Award for Outstanding Undergraduate Academic Advising is an award that recognizes, encourages, and rewards those individuals whose efforts in advising and mentoring undergraduate students have been particularly successful in terms of student engagement, achievement, retention and graduation. This award is designed to distinguish those persons whose advising and mentoring have made significant contributions to the lives of students during and after college. Eligible faculty include tenured, tenure-track, or non-tenure track faculty who have made a lasting commitment to undergraduate advising within their respective departments, and have served at the University for at least three years. Previous recipients are eligible for nomination in the sixth academic year following a prior award.

The Faculty Award for Outstanding Undergraduate Academic Advising carries with it a cash prize of \$2,500.

The nomination for the Faculty Award for Outstanding Undergraduate Academic Advising must be student initiated. In short, only students are eligible to nominate for this award.

Nominees for this award should present evidence that the nominee has made a significant contribution to advancing academic advising on the Texas Southern University campus. The Faculty Awards Committee reviews the nominations. The strongest nominations will demonstrate a commitment to undergraduate advising through specific examples, such as mastery of institutional regulations, policies, and procedures; participation in advisor development programs and groups; accessibility to students; evidence of significant contribution to the quality of the academic advising in his/her department; and evidence of the continuing success of advisees in their academic and professional endeavors.

Evidence of effective advising may include, but is not limited to, the following:

- Mastery of degree requirements
- Knowledge of University regulations, policies and procedures
- Availability to advisees
- Meeting advisees in informal settings
- Preparation for advising sessions
- Monitoring of student progress toward academic and career goals
- Evidence of student success rate

- Frequency of contact with advisees
- Use of appropriate information sources
- Referral to campus services when necessary
- Ability to engage in developmental advising (career and life planning) versus simply course scheduling
- Excellence in creating or maintaining advising structures and procedures, using advising technology, communication, or other special skills
- Evidence of intrusive advising to build strong relationships with advisees
- Willingness to listen and ability to understand
- Readiness to act as an advocate when appropriate
- Caring, helpful attitude towards advisees, faculty and staff
- Exemplary interpersonal skills
- Inspires fellow colleagues and advisees to reach their full potential

Nomination Process

Only students are eligible to nominate faculty for the Faculty Award for Outstanding Undergraduate Advising. To nominate a faculty member, submit the following items by **5:00 P.M., Monday, March 23, 2015.**

1. Nomination Form;
2. Nomination letter from a student (maximum of two pages);
3. Nominee's full curriculum vitae (**See attached Standardized CV Format—A-Z Categories**);
4. Nominee's statement of advising philosophy (three double-spaced pages) – Faculty should offer an explanation of advising in his/her discipline and explain concretely the ways in which he/she advises students and involves students in the academic process;
5. Nominee's listing of advisees—name, rank, major and current status of students;
6. Evidence of extraordinary efforts to advise students, including Xeroxed copies of representative samples of materials documenting outstanding efforts to advise undergraduate students.
7. Seven letters supporting the quality and significance of the nominee's distinctive and exemplary undergraduate advising, including the following:

- a. Chair of department's endorsement—letter should elaborate upon the nominee's impact on his/her field or department or University with emphasis on the nominee's contributions to undergraduate advising;
- b. One letter of recommendation from a faculty member within the nominee's department;
- c. Five letters of recommendation from (past or current) students that have benefitted from advising by the nominee (Letters from relatives or family friends are unacceptable).

Selection Process

Based upon materials presented in the nomination portfolio, the Faculty Awards Committee will review the nominations and make recommendations to the Provost.

Submit the original nomination portfolio (printed single-sided, on 8 1/2 x 11 inch paper, using 12-point font) and three additional copies in two-inch (maximum) binders to the Office of the Associate Provost, RJT Library, Room LL02, by 5:00 P.M., Monday, March 23, 2015. A faculty member also has the option of submitting the original nomination portfolio and three (3) USB Flash Drives. Please request a confirmation receipt from the staff person accepting the nomination portfolio. Portfolios will not be accepted after the deadline. Questions should be directed in advance of the submission deadline to Dr. Elizabeth Brown-Guillory at: (713) 313-1180 or via email at Brown-GuilloryE@tsu.edu

Faculty Award for Outstanding Undergraduate Academic Advising

Nominator's Information (Only students are allowed to nominate faculty for the advising award.)

Name:

Major:

Classification: (Circle one)—Freshman Sophomore Junior Senior

Address:

Phone:

E-mail:

TSU "T"-Number:

Nominee's Information

Name:

Address:

Phone:

E-mail:

Nominee's Signature

I consent to the distribution of my nomination portfolio to the members of the Faculty Excellence Awards Committee.

Nominee's Signature

Date

This form should accompany the other required Distinguished Service Award nomination materials.

Portfolio Checklist—Place a check in each slot.

Please present materials in a binder in the following order:

_____ 1. Nomination form;

_____ 2. Nomination letter (maximum of two page);

_____ 3. Nominee's full curriculum vitae (**See Standardized CV Format—A-Z Categories**);

_____ 4. Nominee's statement of advising philosophy (three double-spaced pages) – Faculty should offer an explanation of advising in his/her discipline and explain concretely the ways in which he/she advises students and involves students in the academic process;

_____ 5. Nominee's listing of advisees—name, rank, major and current status of students;

_____ 6. Evidence of extraordinary efforts to advise students, including Xeroxed copies of representative samples of materials documenting outstanding efforts to advise undergraduate students;

_____ 7. Seven letters supporting the quality and significance of the nominee's distinctive and exemplary undergraduate advising, including the following:

a. Chair of department's endorsement—letter should elaborate upon the nominee's impact on his/her field or department or University with emphasis on the nominee's contributions to undergraduate advising;

b. One letter of recommendation from a faculty member within the nominee's department;

c. Five letters of recommendation from (past or current) students that have benefitted from advising by the nominee (Letters from relatives or family friends are unacceptable).

Submit the original nomination portfolio (printed single-sided, on 8 1/2 x 11 inch paper, using 12-point font) and three additional copies in two-inch (maximum) binders to the Office of the Associate Provost, RJT Library, Room LL02, by 5:00 P.M., Monday, March 23, 2015. A faculty member also has the option of submitting the original nomination portfolio and three (3) USB Flash Drives. Please request a confirmation receipt from the staff person accepting the nomination portfolio. Portfolios will not be accepted after the deadline. Questions should be directed in advance of the submission deadline to Dr. Elizabeth Brown-Guillory at: (713) 313-1180 or via email at Brown-GuilloryE@tsu.edu

Scholarly Research/Creative Activities Award

March 23, 2015 Deadline

Criteria

Eligible faculty nominees include tenured or tenure-track professors who have demonstrated excellence in scholarship/creative activities and who have been in residence at Texas Southern University for at least two academic years prior to the year of nomination. Previous recipients are eligible for nomination in the sixth academic year following a prior award.

The Scholarly Research/Creative Activities Award carries a cash prize of \$2,500.

Nomination Process

Nominee must provide evidence of excellence in scholarship/creative activities.

To nominate a faculty member, submit the following items by **5:00 P.M., Monday, March 23, 2015**. Faculty, students, and alumni may make nominations using the following standards:

1. Nomination Form;
2. Nomination letter from a student, faculty, or alum (maximum of two pages);
3. Nominee's full curriculum vitae (**See Standardized CV Format—A-Z Categories**);
4. Nominee's statement, highlighting scholarly/creative achievement and the significance of his/her work (three double-spaced pages);
5. Evidence of outstanding achievement in scholarly/creative activities, including Xeroxed copies (no originals) of representative samples of scholarly/creative work:
 - a. Excerpted Xeroxed copies of selections from published works should be listed in the following order, with complete citation, and most recent first: (1) books, (2) monographs, (3) journal articles (Designate refereed journal articles with an asterisk.), (4) refereed proceedings, (5) book chapters, (6) abstracts and scholarly papers, (7) juried exhibits, shows and recitals, (8) performances—directed, written, performed, (9) awards, etc.;
 - b. Reviews: Xeroxed copies of published reviews of nominee's scholarly/creative activities;
 - c. Funded grants and contracts: Nominee should provide thorough information on all funded grants and contracts, including the dates and amounts of awards;

- d. Listing of presentations of papers at international, national, regional, and local conferences with complete citations;
 - e. Other achievements in the area of scholarship/creative activities;
6. Five letters supporting the quality and significance of the nominee's scholarly/creative activities, at least three of which must be arm's length reviewers from outside the Texas Southern University community.

Selection Process

Based upon materials presented in the nomination portfolio, the Faculty Awards Committee will review the nominations and make recommendations to the Provost.

Submit the original nomination portfolio (printed single-sided, on 8 1/2 x 11 inch paper, using 12-point font) and three additional copies in two-inch (maximum) binders to the Office of the Associate Provost, RJT Library, Room LL02, by 5:00 P.M., Monday, March 23, 2015. A faculty member also has the option of submitting the original nomination portfolio and three (3) USB Flash Drives. Please request a confirmation receipt from the staff person accepting the nomination portfolio. Portfolios will not be accepted after the deadline. Questions should be directed in advance of the submission deadline to Dr. Elizabeth Brown-Guillory at: (713) 313-1180 or via email at Brown-GuilloryE@tsu.edu

Scholarly Research/Creative Activities Award Nomination Form

Nominee's Information

Name:

Department:

Address:

Phone:

E-mail:

Nominator's Information

Name:

Address:

Phone:

E-mail:

Nominee's Signature

I consent to the distribution of my nomination portfolio to the members of the Faculty Awards Committee.

Nominee's Signature

Date

This form should accompany the other required Scholarly Research/Creative Activities Award nomination materials.

Portfolio Checklist—Place a check in each slot.

Please present materials in a binder in the following order:

_____ 1. Nomination form;

_____ 2. Nomination letter (maximum of two page);

_____ 3. Nominee's full curriculum vitae (**See Standardized CV Format—A-Z Categories**);

_____ 4. Nominee's statement of scholarly/creative achievement (three double-spaced pages);

_____ 5. Xeroxed copies (no originals) of representative samples of scholarship/creative activities;

- a. Excerpted Xeroxed copies of selections from published works should be listed in the following order, with complete citation, and most recent first: (1) books, (2) monographs, (3) journal articles (Designate refereed journal articles with an asterisk.), (4) refereed proceedings, (5) book chapters, (6) abstracts and scholarly papers, (7) juried exhibits, shows and recitals, (8) Performances—directed, written, performed, (9) awards, etc.;
- b. Reviews: Xeroxed copies of published reviews of nominee’s scholarly/creative activities;
- c. Funded grants and contracts: Nominee should provide thorough information on all funded grants and contracts, including the dates and amounts of awards;
- d. Listing of presentations of papers at international, national, regional, and local conferences with complete citations;
- e. Other achievements in the area of scholarship/creative activities;

_____ 6. Five letters supporting the quality and significance of the nominee’s scholarship/creative activities, at least three of which must be arm’s length reviewers from outside the Texas Southern University community.

Submit the original nomination portfolio (printed single-sided, on 8 1/2 x 11 inch paper, using 12-point font) and three additional copies in two-inch (maximum) binders to the Office of the Associate Provost, RJT Library, Room LL02, by 5:00 P.M., Monday, March 23, 2015. A faculty member also has the option of submitting the original nomination portfolio and three (3) USB Flash Drives. Please request a confirmation receipt from the staff person accepting the nomination portfolio. Portfolios will not be accepted after the deadline. Questions should be directed in advance of the submission deadline to Dr. Elizabeth Brown-Guillory at: (713) 313-1180 or via email at Brown-GuilloryE@tsu.edu

Distinguished Service Award

March 23, 2015 Deadline

Criteria

Eligible faculty nominees include tenured or tenure-track professors who have demonstrated excellence in distinctive and exemplary academic and public service at various levels, including local, regional, national, and international, and who have been in residence at Texas Southern University for at least two academic years prior to the year of nomination. Previous recipients are eligible for nomination in the sixth academic year following a prior award.

The Distinguished Service Award carries a cash prize of \$1,500.

Nomination Process

To nominate a faculty member, submit the following items by **5:00 P.M., Monday, March 23, 2015**. Faculty, students, and alumni may make nominations using the following standards:

1. Nomination Form;
2. Nomination letter from a student, faculty member, or alum (one page);
3. Nominee's full curriculum vitae (**See Standardized CV Format—A-Z Categories**);
4. Nominee's statement of approach and/or commitment to academic and public service (three double-spaced pages);
5. Evidence of distinguished service, including Xeroxed copies of representative samples of materials (indicating activity and dates) documenting outstanding service:
 - a. Service to the Department, College, and University: List committee memberships administrative roles, and other contributions to the University;
 - b. Service to the Profession/Academic Discipline: Describe activities that strengthen the profession, including leadership in professional organizations;
 - c. Service to the Community or Public: Document public involvement that is related to the nominee's area of expertise, including speeches, expert advice to community organizations, donations of creative or scholarly efforts to public institutions, consultations with private organizations, etc.

6. Five letters supporting the quality and significance of the nominee's distinguished academic and public service, at least two of which must be arm's length reviewers from outside the Texas Southern University community, one from a TSU administrator, one from a faculty member within the nominee's department, and one from an alum.

Selection Process

Based upon materials presented in the nomination portfolio, the Faculty Awards Committee will review the nominations and make recommendations to the Provost.

Submit the original nomination portfolio (printed single-sided, on 8 ½ x 11 inch paper, using 12-point font) and three additional copies in two-inch (maximum) binders to the Office of the Associate Provost, RJT Library, Room LLo2, by 5:00 P.M., Monday, March 23, 2015. A faculty member also has the option of submitting the original nomination portfolio and three (3) USB Flash Drives. Please request a confirmation receipt from the staff person accepting the nomination portfolio. Portfolios will not be accepted after the deadline. Questions should be directed in advance of the submission deadline to Dr. Elizabeth Brown-Guillory at: (713) 313-1180 or via email at Brown-GuilloryE@tsu.edu

Distinguished Service Award Nomination Form

Nominee's Information

Name:

Department:

Address:

Phone:

E-mail:

Nominator's Information

Name:

Address:

Phone:

E-mail:

Nominee's Signature

I consent to the distribution of my nomination portfolio to the members of the Faculty Awards Committee.

Nominee's Signature

Date

This form should accompany the other required Distinguished Service Award nomination materials.

Portfolio Checklist—Place a check in each slot.

Please present materials in a binder in the following order:

_____ 1. Nomination form;

_____ 2. Nomination letter (maximum of two pages);

_____ 3. Nominee's full curriculum vitae (**See Standardized CV Format—A-Z Categories**);

_____ 4. Nominee's statement of approach and/or commitment to academic and public service (three double-spaced pages);

- _____ 5. Evidence of distinguished service, including Xeroxed copies of representative samples of materials (indicating activity and dates) documenting outstanding service:
- a. Service to the Department, College, and University: List committee memberships, administrative roles, and other contributions to the University;
 - b. Service to the Profession/Academic Discipline: Describe activities that strengthen the profession, including leadership in professional organizations;
 - c. Service to the Community or Public: Document public involvement that is related to the nominee's area of expertise, including speeches, expert advice to community organizations, donations of creative or scholarly efforts to public institutions, consultations with private organizations, etc.
- _____ 6. Five letters supporting the quality and significance of the nominee's distinctive and exemplary academic and public service activities, two of which must come from arm's length reviewers, one letter from a TSU administrator, one letter from a faculty member within the nominee's department, and one letter from an alum.

Submit the original nomination portfolio (printed single-sided, on 8 ½ x 11 inch paper, using 12-point font) and three additional copies in two-inch (maximum) binders to the Office of the Associate Provost, RJT Library, Room LLo2, by 5:00 P.M., Monday, March 23, 2015. A faculty member also has the option of submitting the original nomination portfolio and three (3) USB Flash Drives. Please request a confirmation receipt from the staff person accepting the nomination portfolio. Portfolios will not be accepted after the deadline. Questions should be directed in advance of the submission deadline to Dr. Elizabeth Brown-Guillory at: (713) 313-1180 or via email at Brown-GuilloryE@tsu.edu

Faculty Award for Mentoring Undergraduate Research/Creative Activities

March 23, 2015 Deadline

Criteria

The Faculty Award for Mentoring Undergraduate Research/Creative Activities is an award that is open to all faculty members who are making a significant impact in their field by supporting and mentoring undergraduate students in scholarly/creative activities. Eligible faculty members include tenured and tenure-track professors who have made a lasting commitment to undergraduate research within their respective departments, and have served at the University for at least five years. Previous recipients are eligible for nomination in the sixth academic year following a prior award.

The Faculty Award for Mentoring Undergraduate Research/Creative Activities carries with it a cash prize of \$1,500.

The nominee must provide evidence of successful efforts to mentor undergraduate research/creative activities.

Nominees for this award should present evidence that the nominee has made a significant contribution to advancing undergraduate research and scholarship on the Texas Southern University campus. The Faculty Awards Committee reviews the nominations. The strongest nominations will demonstrate a commitment to undergraduate research through specific examples, such as peer-reviewed publications involving undergraduates; student presentations, showings, or performances; and evidence for the continuing success of mentored students in their research/creative endeavors.

Nomination Process

To nominate a faculty member, submit the following items by **5:00 P.M., Monday, March 23, 2015**. Faculty, students, and alumni may make nominations using the following standards.

1. Nomination Form;
2. Nomination letter from a student, faculty member, or alum (maximum of two pages);
3. Nominee's full curriculum vitae (**See Standardized CV Format—A-Z Categories**);
4. Nominee's statement of mentoring philosophy (three double-spaced pages) – Faculty should offer an explanation of mentorship in his/her discipline and explain concretely the ways in which he/she mentors students and involves students in research/creative activities;

5. Nominee's listing of mentored undergraduates—name, project, presentation, publications (identifying peer or non-peer reviewed), and current status of student;
6. Nominee's listing of all publications and presentations that involved undergraduate researchers/creative artists. Indicate the role of the student in the project and/or publication. Identify peer or non-peer reviewed publications. Provide complete citations (MLA or Chicago Manual of Style, etc.);
7. Evidence of extraordinary efforts to mentor undergraduate students, including Xeroxed copies of representative samples of materials documenting outstanding efforts to mentor undergraduate research and scholarship/creative activities.
8. Five letters supporting the quality and significance of the nominee's distinctive and exemplary mentoring of undergraduate research/creative activities, including the following:
 - a. One letter of recommendation from a faculty member within the nominee's department;
 - b. One letter of recommendation from a faculty member outside of the nominee's department;
 - c. Three letters of recommendation from students that have benefitted from mentoring by the nominee.

Selection Process

Based upon materials presented in the nomination portfolio, the Faculty Awards Committee will review the nominations and make recommendations to the Provost.

Submit the original nomination portfolio (printed single-sided, on 8 1/2 x 11 inch paper, using 12-point font) and three additional copies in two-inch (maximum) binders to the Office of the Associate Provost, RJT Library, Room LL02, by 5:00 P.M., Monday, March 23, 2015. A faculty member also has the option of submitting the original nomination portfolio and three (3) USB Flash Drives. Please request a confirmation receipt from the staff person accepting the nomination portfolio. Portfolios will not be accepted after the deadline. Questions should be directed in advance of the submission deadline to Dr. Elizabeth Brown-Guillory at: (713) 313-1180 or via email at Brown-GuilloryE@tsu.edu

Faculty Award for Mentoring Undergraduate Research/Creativity Activities Nomination Form

Nominee's Information

Name:

Department:

Address:

Phone:

E-mail:

Nominator's Information

Name:

Address:

Phone:

E-mail:

Nominee's Signature

I consent to the distribution of my nomination portfolio to the members of the Faculty Awards Committee.

Nominee's Signature

Date

This form should accompany the other required Faculty Award for Undergraduate Research Award nomination materials.

Portfolio Checklist—Place a check in each slot.

Please present materials in a binder in the following order:

_____ 1. Nomination form;

_____ 2. Nomination letter (maximum of two pages);

_____ 3. Nominee's full curriculum vitae (**See Standardized CV Format—A-Z Categories**);

- _____ 4. Nominee’s statement of mentoring philosophy (three double-spaced pages);
- _____ 5. Nominee’s listing of mentored undergraduates—name, project, presentations, publications (identifying peer or non-peer reviewed), and current status of students;
- _____ 6. Nominee’s listing of all publications and presentations involving undergraduate researchers/creative artists;
- _____ 7. Evidence of extraordinary efforts to mentor undergraduate students, including Xeroxed copies of representative samples of materials documenting outstanding efforts to mentor undergraduate research/creative activities;
- _____ 8. Five letters supporting the quality and significance of the nominee’s distinctive and exemplary mentoring of undergraduate research/creative activities, including the following:
 - a. One letter of recommendation from a faculty member within the nominee’s department;
 - b. One letter of recommendation from a faculty member outside of the nominee’s department;
 - c. Three letters of recommendation from students that have benefitted from mentoring by the nominee.

Submit the original nomination portfolio (printed single-sided, on 8 ½ x 11 inch paper, using 12-point font) and three additional copies in two-inch (maximum) binders to the Office of the Associate Provost, RJT Library, Room LLo2, by 5:00 P.M., Monday, March 23, 2015. A faculty member also has the option of submitting the original nomination portfolio and three (3) USB Flash Drives. Please request a confirmation receipt from the staff person accepting the nomination portfolio. Portfolios will not be accepted after the deadline. Questions should be directed in advance of the submission deadline to Dr. Elizabeth Brown-Guillory at: (713) 313-1180 or via email at Brown-GuilloryE@tsu.edu