

## **OUTSTANDING PROFESSOR AWARD CAMPUS PROCEDURES**

### **I. SELECTION COMMITTEE**

- A. For purposes of these procedures only, the Faculty Awards Subcommittee shall include a student appointed by the Associated Students Inc.

### **II. NOMINATING PROCEDURES**

- A. A call for nominations accompanied by the Guidelines for Trustees Outstanding Professor Awards Criteria will be distributed to all faculty, deans and the Associated Students.
- B. Any faculty member may be nominated by a department, faculty member or a student for consideration by the Faculty Awards Subcommittee.
- C. Faculty members may submit their own credentials for consideration by the Faculty Awards Subcommittee.
- D. The Dean of each school is encouraged to nominate at least one candidate for consideration by the Faculty Awards Subcommittee.
- E. All nominations shall be submitted to the Faculty Awards Subcommittee, Academic Senate Office, by the date announced.
- F. Each nomination shall be accompanied by a vita or resume and a testimonial from the individual(s) making the nomination stating the reasons for the nomination. The testimonial (excluding the vita or resume) shall not exceed five pages in length.

### **III. SCREENING**

- A. The Faculty Awards Subcommittee shall review the nomination materials and agree upon semifinalists for more detailed review.
- B. The Faculty Awards Subcommittee shall request additional information for more detailed comparisons of the semifinalists. (See the criteria in the "Guidelines for the Trustee's Outstanding Professor Awards.")

### **IV. SELECTION**

- A. The Faculty Awards Subcommittee shall select one of the nominees as CSUF's Outstanding Professor of the Year or determine that the campus not make a nomination for that year.

- B. The Subcommittee shall confidentially report the selection only to the President, Provost and Vice President for Academic Affairs, and the Chair of the Academic Senate. The Chair of the Academic Senate shall immediately inform the nominee of the Faculty Awards Subcommittee's decision.
- C. The nominee shall have the responsibility for preparing and organizing the "Nomination Document." The Faculty Awards Subcommittee, with the assistance of the Academic Senate Office, will coordinate support to complete the "Nomination Document" including the following:
- 1) Preparation, typing, and organization are expected to be accomplished by the nominee and his/her department or school.
  - 2) The Provost and Vice President for Academic Affairs will provide services for IMS graphics and for binding if desired.
  - 3) The President, Provost and Vice President for Academic Affairs, and other appropriate Administrators will each provide a letter of support.
  - 4) The Chair of the Academic Senate will provide a transmittal letter and forward the materials through the Chancellor to the Board of Trustees.
- D. An additional copy of the "Nomination Document" shall be prepared for submission to the Henry Madden Library for binding and retention in the University Archives.

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Approved	May 1989
Revised by the Academic Senate	October 1992
Approved by the President	November 1992