



10.001 Distinguished Faculty Award Program Policy

Responsible Executive: University President
Responsible Office: Office of the President
Related Policy:
Approved-On Date: March 1, 2006
Effective Date: March 1, 2006
Revision Date:

Policy Statement

The NSU Distinguished Faculty Award Program Policy ensures the University's commitment to the recognition of outstanding teaching faculty for their exceptional service and performance.

Purpose

The Distinguished Faculty Awards Program Policy establishes the guidelines and procedures to recognize and honor faculty who have distinguished themselves in 1) teaching, 2) scholarship, (3) service, or 4) overall excellence. The program is managed by the Office of the President.

Procedures

I. Nomination Process

- A. The nomination of teaching faculty can be made by anyone except the nominee.
- B. The nominations must be submitted directly to the nominee's department chair.
- C. Department chairs shall also review all teaching faculty members in the department each year and make appropriate nominations, in addition to receiving individual nominations. The department chair shall prepare a thoroughly documented recommendation to forward to the School Dean for review.
- D. When a department chair is nominated, the nomination must be made directly to the School Dean. The School Dean shall be responsible for preparing the documented recommendation for the department chair as a nominee.
- E. No more than one (1) nomination per category per academic school shall be accepted.

- F. The School Dean must add a letter of endorsement summarizing the accomplishments of each nominee, and will forward eight (8) copies of the nomination package directly to the Office of the President by the established deadline.
- G. The Office of the President shall forward the packages to the appropriate selection committee as appointed by him/her to make a recommendation for the designated award.
- H. Committee meetings shall be confidential to evaluate the documentation and offer a recommendation for each category to the President.
- I. Recommendations for all categories may or may not be made by the selection committee each academic year. The President has the discretion not to accept the recommendations of the selection committee for a particular category. When the President does not accept the recommendations of the selection committee for a category, no awards will be awarded in that specific category for the academic year.
- J. The awardees will be announced at the Fall Convocation.

II. Selection Committees

- A. The President shall appoint selection committees for each award, the membership of which will not be made public, and shall name the chairpersons in secret.
- B. The selection committees shall consist of tenured teaching faculty members, one from each academic school selected to impartially represent each discipline in the academic school.
- C. No one with the title higher than the department head is eligible to serve on a selection committee.
- D. Teaching faculty members shall comprise the majority of committee members with only one (1) appropriate support staff representative.
- E. The procedures for the Selection Committees in this policy, are:
 - 1. The deliberations of the selection committees shall be held in complete confidence.
 - 2. Eight (8) copies of each nomination package will be received in the President's Office by the announced deadline as established by the President and immediately thereafter the selection process shall begin.
 - 3. The committee shall develop the specific rules under which they will operate for approval by the President or his/her designee.