

# FACULTY EXCELLENCE AWARDS COMMITTEE PROCESS

Changes approved by the committee April 19, 2016

## Nominations:

1. Each year the CAS Dean shall automatically nominate for the Teaching Award the three eligible CAS faculty members with the highest teaching evaluation overall scores. If more than three faculty members earned perfect overall teaching evaluation scores, the Dean shall nominate all of them.
2. Each year the committee shall nominate for the Research Award three eligible CAS faculty members whose research appeared in the previous year's Provost Report.
3. Each year the student organizations shall be invited to nominate candidates for the Teaching and Advising awards. (This may be done via orgsync).
4. Individual committee members may not make nominations.

## Awards Criteria:

1. Required material for each category shall include:
  - a. Curriculum Vitae (CV)
    - i. For the Teaching award, one syllabus from a course actually taught at Loyola may optionally be attached to the CV.
2. Optional materials
  - a. One letter of support from the principal nominator
  - b. One letter from the nominee explaining qualifications for the award
  - c. One letter of support from a colleague (may have multiple signers)
  - d. One letter of support from a student (may have multiple signers)
3. Letters of support shall be no longer than 250 words.
4. In selecting winners, the committee will give priority to faculty achievements of the last three years.

## Changes to Process:

1. Changes to the selection and nomination process shall be made by a majority vote of the permanent (elected) members of the Faculty Excellence Awards Committee.
2. Tie votes will be decided by the chair.