

**National-Louis University
Faculty Policy**

**Faculty Excellence Awards Policy
FP: 121**

Approved: Faculty Senate, President and Board of Trustees
Revised: Faculty Association
Revision Approved: Board of Trustees

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Date: April 26, 2021
Date: June 16, 2021

EFFECTIVE DATE: September 1, 2021

Purpose

The National Louis University Faculty Association recognizes the outstanding work of full-time and adjunct faculty in the areas of teaching, research, and service through the Faculty Excellence Awards. Nominations are sought annually for faculty to be recognized for their work during the previous academic year in the areas of:

- Excellence in Teaching
- Excellence in Inquiry
- Excellence in Service and Engagement

The nomination information submitted via the online nomination form and support documents are reviewed by the Institutional Promotion, Tenure and Recognition Committee, and the committee selects a recipient for each award category.

Eligibility

All full-time tenured, tenure track, and professional practice track faculty are eligible to be nominated for a Faculty Excellence Award. Adjunct faculty who have taught at any time during the academic year for which they are being nominated are eligible to be nominated for the Adjunct Excellence in Teaching award or the Adjunct Excellence in Service and Engagement award. The criteria for the adjunct awards are the same as full-time faculty. Members of the Institutional Promotion, Tenure, and Recognition Committee are eligible for these awards. If nominated, the committee member will abstain from voting in the award category for which he or she is nominated. Faculty who have received a Faculty Excellence Award are not eligible to be nominated for one academic year.

Eligible faculty will be in good standing with the University and demonstrate excellence in the area for which they have been nominated that is supported through their performance evaluation.

Award Categories and Criteria

The following criteria will be used to evaluate each nominee in the category for which he or she is nominated. The award criteria are aligned with NLU's Promotion and Tenure policy (FP104). To be nominated, faculty should meet the majority of the criteria in the award category.

Excellence in Teaching Award

Teaching is sharing knowledge with, eliciting insight of, and promoting informed action by learners. National Louis University recognizes faculty who exemplify teaching excellence through a range of pedagogical approaches.

Criteria for the Excellence in Teaching Award

- Demonstration of a commitment to quality instruction that promotes student engagement in the field of study.
- Evidence of employing creative, diverse, and innovative teaching strategies and instructional methods that enhance student learning.
- Development of new curricula, programs, or courses that provide students an unparalleled classroom experience and enhance the course offerings of National Louis University.
- Demonstrating a significant commitment to students by providing advising and mentoring that supports student success.

Excellence in Inquiry Award

Research, scholarship, and inquiry involve the creation and dissemination of new knowledge or the application of new knowledge or theory. National Louis University embraces an expanded definition of scholarship that appropriately reflects the University's active engagement with the broader society.

Criteria for the Excellence in Inquiry Award

- Demonstration of a commitment to a research agenda that enhances understanding within a field of study.
- Scholarship has a demonstrable disciplinary impact that is highly recognizable within and beyond National Louis University.
- Evidence of engagement with community partners (e.g. action research) to enhance understanding and to find innovative solutions to problems.
- Publications or presentations that substantially advance knowledge within a field.
- Recognition by professional organizations or associations for outstanding scholarship.
- Securing competitive grants or contracts to fund research.

Excellence in Service and Engagement

Service is sharing expertise with others and facilitating collaborative efforts to solve problems. National Louis University's partnership goals include a commitment to bringing together communities of practice and advocacy around important educational and societal issues.

Criteria for the Excellence in Service and Engagement Award

- Demonstration of service excellence within and beyond National Louis University.
- Demonstration of substantial contribution toward process and content issues to help service groups work toward accomplishment of goals.
- Engaging with community partners to creatively solve problems and work toward solutions.
- Providing a service to the community or profession that distinguishes National Louis University at the forefront of innovative education.

Faculty Excellence Awards Procedures

The following is the implementation process and procedures for the above Board Policy. The below has been agreed upon by the committee and Office of the Provost.

Nomination Process

A request for nominations will be emailed to the NLU Community (all current NLU students, faculty and staff) by March 1st. Self-nominations are also accepted for this award. Nominations are submitted via the Faculty Excellence Awards online form and are received by the Office of the Provost in the facultyawards@nl.edu email. Nominations are closed by March 31st.

Nominations can be accepted throughout the year, and any nominations received after March 31st will be considered for the next academic year.

Nominations are forwarded to Human Resources to confirm all nominees are eligible for the award before the nominees are sent to the Institutional Promotion, Tenure, and Recognition Committee.

Required Support Documentation for

Nominated faculty are responsible for submitting the documentation listed below.

Support documentation must include:

- A brief narrative addressing how their work meets the award criteria written by the nominator(s)
- Current CV
- If you self-nominated, at least one letter of support from a faculty colleague

Up to a maximum of five optional support documentation including:

- A narrative from the nominee as to how their work meets the award criteria.
- Up to three documents demonstrating evidence of the award criteria (e.g., elements from your last Faculty Performance Evaluation).
- No more than five letters of support from alumni, NLU colleagues, supervisor, and/or external colleagues are welcomed. Currently enrolled students are not permitted to submit letters of recommendation.

Institutional Promotion, Tenure and Recognition Committee Procedures

The Institutional Promotion, Tenure and Recognition Committee shall prepare the Faculty Excellence Awards Nominations Email and request that the Office of the Provost send an NLU Announcement to all NLU faculty, staff, and students informing them of the nomination process and deadline for receiving nominations.

The Institutional Promotion, Tenure and Recognition Committee will review nominees' materials in May and will send the names and colleges of the selected recipients to the Office of the Provost by June 1st.

The Institutional Promotion, Tenure and Recognition Committee then writes letters to all nominees about whether or not they received the award. The Office of the Provost sends out these letters to the nominees and awardees by June 30th.

The Institutional Promotion, Tenure and Recognition Committee will write a paragraph on each recipient to be read at the fall connection beginning the next academic year. The paragraph should include biographical information and an overview of the recipient's accomplishments related to the award received. These profiles will be sent to the Office of the Provost by June 1st.

Faculty Excellence Awards Operating Procedures

1. Request for nominations from the Provost's Office on behalf of the Institutional Promotion, Tenure and Recognition Committee are sent to the NLU Community by March 1st.
2. Nominations for the awards for the current academic year are accepted through March 31st.
3. The Office of the Provost provides online access for nominated faculty to upload support materials for review by the Institutional Promotion, Tenure and Recognition Committee. The nomination email and support materials are accessible only by the nominated individual, the Office of the Provost, and members of the Institutional Promotion, Tenure and Recognition Committee. Nominated faculty are contacted by April 10th by the Provost's Office using the facultyawards@nl.edu email to inform them of the nomination and to provide instructions on where to upload the required support documents as outlined above. Request for letters of support for the nominated faculty from the Provost's Office on behalf of the Institutional Promotion, Tenure and Recognition Committee are sent to the NLU Community by April 10th. All letters of support should be sent to the facultyawards@nl.edu email.
4. The deadline for receiving letters of support and for nominated faculty to upload his or her support documents is May 5th.
5. The Institutional Promotion, Tenure and Recognition Committee will review nominees' materials in May and will send the names and colleges of the selected recipients to the Office of the Provost by June 1st.
6. The Provost's Office, on behalf of the Institutional Promotion, Tenure and Recognition Committee, will inform the recipients of the awards by June 30th.

7. The Institutional Promotion, Tenure and Recognition Committee will write information about each recipient to be read at the Fall Connection beginning the next academic year. This will be sent to the Office of the Provost by June 1st.
8. The Office of the Provost will submit the required information about the recipients to Marketing to create plaques and Finance for award payment to the recipients by August 1st.
9. The Office of the Provost will invite the award recipients to the Fall Connection and provide guidelines for acceptance speeches.
10. Each recipient of a Faculty Excellence Award will be recognized at the Fall Connection beginning the next academic year.