



# Idaho State University

## POLICIES AND PROCEDURES

### Faculty Awards

#### ISUPP 4070

##### *POLICY INFORMATION*

**Policy Section:** *Academic Affairs*

**Policy Title:** *Faculty Awards*

**Responsible Executive (RE):** *Vice President for Academic Affairs and Provost*

**Sponsoring Organization (SO):** *Office of Academic Affairs*

**Dates: Effective Date:** *TBD*

**Review Date:** *December 2030*

## I. INTRODUCTION

Each year, Idaho State University recognizes Faculty who have made exemplary contributions in each of three areas aligned with workload categories: Service, Research (including scholarship and creative activity), and Teaching. Up to five Faculty may be recognized as Outstanding performers in each category, and one of these finalists is selected as the year's Distinguished Faculty member in each category. The nomination and selection process solicits input from across the ISU community. Each awardee is selected, based on a review of their contributions in the award area, by a committee that is composed chiefly of fellow ISU Faculty and represents the full breadth of the University's units.

## II. DEFINITIONS

- A. Faculty. Any person holding an appointment classifying them as a "Faculty employee" according to ISUPP 3050 *Categories of Employees* (II.B.2.a).
- B. Instructional Unit. A functional academic or equivalent area governed by the University which includes departments, institutes, centers, divisions, schools, colleges, campuses, branch campuses, and research units (e.g. extension centers) that are responsible for academic programs or career technical programs. For the purposes of this policy, the library is included in the definition of Instructional Unit.

- C. Teaching. Teaching refers to instructional and pedagogical activities that fulfill the University's academic mission, including, but not limited to, delivery of undergraduate, graduate, and professional courses; supervision and direction of student scholarly works (e.g., research projects, theses, dissertations); mentoring students in coursework, labs, clinical settings, and other experiential learning; advising and supporting students toward program/degree completion; and designing, developing, and assessing curriculum, assignments, and instructional modalities.
- D. Research. Research encompasses the scholarly, creative, and investigative activities of a Faculty member which contribute to knowledge in the discipline including, but not limited to, original investigations and discoveries; scholarly or creative works (e.g., peer-reviewed publications, juried exhibits/performances, patents, technology development); sustained and intentional development of a Research agenda or creative portfolio; public presentations, invited lectures, and conference proceedings of such work; and mentorship of students or junior Faculty in Research and scholarship.
- E. Service. Service refers to the professional contributions of a Faculty member beyond Teaching and Research, benefitting the University, the discipline, and the broader community, including, but not limited to, participation in departmental, college, university, or library committees and councils; leadership roles in professional societies, disciplinary organizations, or academic governance; public engagement, outreach, or professionally-related service to external communities or fields; advising student organizations, mentoring Faculty or students, and other roles supporting institutional mission; and clinical or applied professional service.

### **III. AUTHORITY AND RESPONSIBILITIES**

- A. The Office of Academic Affairs has the authority and responsibility to update and review this policy as necessary in consultation with the Faculty.
- B. Award Recipients. Serve on Faculty Awards Committee as able and available. Remain in the Faculty Awards Committee pool for up to ten (10) years.
- C. Provost and Vice President for Academic Affairs; Holds ultimate administrative authority for the Faculty Awards Program. Approves final award recommendations and authorizes official recognition of award recipients.
- D. Instructional Unit Heads. Promote awareness of the Faculty Awards Program within their units. Encourage and support Faculty nominations reflecting the diversity of disciplines and contributions. Verify eligibility and provide contextual information or endorsements as required by award criteria.

- E. Faculty Awards Committees. Reviews nominations and supporting materials in accordance with established criteria. Ensure fair, transparent, and consistent evaluation of nominees. Recommends award recipients to the Provost through the Office of Academic Affairs.
- F. Faculty Members. Participate in the nomination process as nominators, nominees, or peer reviewers. Uphold standards of professionalism, integrity, and collegiality in the awards process.

#### **IV. POLICY STATEMENT**

Idaho State University recognizes and values excellence in Teaching, Research, and Service as essential to fulfilling its mission as a Research institution. Through the Faculty Awards Program, the University affirms its commitment to acknowledging outstanding Faculty achievement, fostering a culture of academic distinction, and promoting professional growth across all disciplines and campuses.

Faculty awards provide formal recognition of exceptional contributions to Teaching, Research, and Service. These awards celebrate Faculty whose sustained efforts exemplify the highest standards of professional integrity, innovation, and dedication to Idaho State University's mission and core values. The Faculty Awards process shall be conducted with transparency, equity, and respect for disciplinary diversity. All procedures for nomination, selection, and recognition will be implemented in accordance with University policies and applicable Academic Affairs procedures.

#### **V. PROCEDURES TO IMPLEMENT**

- A. ISU Distinguished Service Award
  - 1. Purpose.
    - a. The ISU Distinguished Service Award recognizes outstanding professionally-related Service by a Faculty member.
    - b. Accomplishments in Teaching and Research are not considered for this award.
  - 2. Criteria. Service that qualifies for this award is Service that:
    - a. Significantly exceeds that expected as part of the basic job function;
    - b. Is relevant to the Faculty member's field, function, or appointment; and/or,
    - c. Service which materially benefits citizens of the region, state or nation, or the profession as a whole.
  - 3. Eligibility

- a. Nominations may be submitted by Students, Faculty, alumni, administrators or members of the general public.
  - b. Nominees must be in their third or subsequent year of full-time service at the University and must not previously have been recognized as ISU's Distinguished Servant.
  - c. Nominees must have the prospect and interest of continuing as a member of the University Faculty for the next academic year.
  - d. Nominees will be asked by the Faculty Distinguished Service Awards Committee to submit documentation of their service activities. Documentation shall include:
    - i. A 1-2 page document submitted by the Nominee explaining applicable Service activities. Research and Teaching activities are not considered for this award and should not be listed in nomination materials;
    - ii. Supervisor evaluations from the last five (5) years, or as available;
    - iii. A cover letter from person nominating the Faculty member for the award; and,
    - iv. A recommendation letter from the Faculty member's department chair or supervisor who can speak the impact of the Nominee's Service and explaining why the Nominee's Service merits the award.
4. Faculty Distinguished Service Awards Committee.
- a. The Faculty Distinguished Service Awards Committee is made up of:
    - i. Faculty;
    - ii. Members of the general public, as available; and,
    - iii. Students, as available.
  - b. The most recent award winner from each college level Instructional Unit serves on the Faculty Distinguished Service Awards Committee.
    - i. If there are multiple awardees from the same college level Instructional Unit in the most recent award year, the college level Instructional Unit will select one (1) awardee to serve on the Faculty Distinguished Service Awards Committee.
    - ii. College level Instructional Units not represented in Award winners shall appoint a Faculty member to serve on the Faculty Distinguished Service Awards Committee.
  - c. Each year, the Chair is elected from among the most recent award winners.
  - d. At the close of each Awards year, the Faculty Distinguished Service Awards Committee will elect a Chair and an Alternate Chair for the upcoming Awards year.

The current Chair of the Faculty Distinguished Service Awards Committee will serve as Vice Chair for the upcoming Awards year.

- e. The Incoming Chair will select two members of the public to serve on the Faculty Distinguished Service Awards Committee.
- f. The President of ASISU will identify five (5) possible Student representatives. Of those five possible student Representatives, the Incoming Chair will invite two (2) to serve on the Faculty Distinguished Service Awards Committee.

## B. ISU Distinguished Researcher

### 1. Purpose.

- a. The ISU Distinguished Researcher Award is given to the Faculty member judged to have contributed most significantly to the Research, scholarship, and creative efforts of the University.
- b. Accomplishments in Teaching and Service are not considered for this award.

### 2. Criteria

- a. Significance/Impact of the Research, scholarship, creative activities in relation to the frontiers of knowledge in that field.
- b. Publication of Research findings in peer reviewed national or international journals or juried/invitational shows, exhibits, or performances.
- c. Excellence in basic or applied Research as evidenced by successful grantsmanship, invention disclosures, provisional patent applications, perfected patents, advisory positions in industry, or mentorship of successful students.
- d. Evidence of extended, intentional development of the topic of Research that resulted in a significant contribution.
- e. Any other evidence of the outstanding nature of the Research activity that may be relevant.
- f. The Faculty Distinguished Researcher Awards Committees will consider the entire body of Research conducted over a career, but the work conducted at ISU will be emphasized in the review.

### 3. Eligibility

- a. Nominations may be submitted by students, Faculty, alumni, administrators or members of the general public who are familiar with the Research efforts of Faculty.
- b. Nominees must be in their third or subsequent year of full-time service at ISU and must not previously have been recognized as ISU's Distinguished Researcher.

- c. Nominees must have the prospect and interest of continuing as a member of the University Faculty for the next academic year
  - d. Nominees will be asked by the Faculty Distinguished Research Awards Committee to submit documentation of their Research activities. Documentation shall include:
    - i. A 1-2 page document submitted by the Nominee explaining applicable Research activities. Service and Teaching activities are not considered for this award and should not be listed in nomination materials;
    - ii. A Statement of Research;
    - iii. Supervisor evaluations for the last five (5) years at the University, or as available; and,
    - iv. A recommendation letter from the Faculty member's department chair or supervisor who can speak the impact of the Nominee's Research and explaining why the Nominee's Research activity merits the award.
4. Faculty Distinguished Research Awards Committee
- a. The Faculty Research Council serves as the Faculty Distinguished Research Awards Committee, with the Research Council chair as chairperson.
- C. ISU Distinguished Teacher
- 1. Purpose.
    - a. The ISU Distinguished Teacher Award recognizes the Faculty member who is judged to most exemplify excellence in Teaching.
    - b. Accomplishments in Research and Service are not considered for this award.
  - 2. Criteria
    - a. Exemplary execution of sound pedagogical methods;
    - b. Exceptional approach to Teaching, including building engagement in the classroom;
    - c. Pedagogical innovation; and,
    - d. Commitment to Teaching and pedagogical development.
  - 3. Eligibility
    - a. Nominees must be named by at least two of four categories of the academic community: students, Faculty, alumni, and administrators/staff.
    - b. Nominees must be currently in their third or subsequent year of full-time service at ISU and must not previously have been recognized as ISU's Distinguished Teacher.

- c. Nominees must have the prospect and interest of continuing as a member of the University Faculty for the next academic year.
  - d. Nominees will be asked by the Faculty Distinguished Teacher Awards Committee to submit documentation of their Teaching activities. Documentation shall include:
    - i. A 1-2 page document submitted by the Nominee explaining applicable Teaching activities. Service and Research activities are not considered for this Award and should not be listed in nomination materials;
    - ii. A Statement of Teaching Philosophy;
    - iii. Supervisor evaluations for the last five (5) years, or as available; and,
    - iv. A recommendation letter from the Faculty member's department chair or supervisor who can speak the impact of the Nominee's Teaching and explaining why the Nominee's Teaching activity merits the award;
    - v. Nominees will be asked to release for consideration by the Faculty Distinguished Teacher Awards Committee the recent student evaluations; and,
    - vi. The Faculty Distinguished Teacher Awards Committee may request additional materials.
4. Faculty Distinguished Teacher Awards Committee
- a. The Faculty Distinguished Teacher Awards Committee is made up of:
    - i. Faculty, including Clinical Faculty and Lecturers; and,
    - ii. Students, as available;
  - b. The one (1) most recent Faculty Distinguished Teacher Award winner from each college level Instructional Unit serves on the Faculty Distinguished Teacher Awards Committee.
  - c. College level Instructional Units not represented in Award winners shall appoint a Faculty member to serve on the Faculty Distinguished Teacher Awards Committee.
  - d. Each year, the Committee elects one Committee member to serve as Chair.
  - e. At the close of each Awards year, the Faculty Distinguished Teacher Awards Committee will elect a Chair and an Alternate Chair for the upcoming Awards year.
  - f. The current Chair of the Faculty Distinguished Teacher Awards Committee will serve as Vice Chair for the upcoming Awards year.
  - g. If not already represented on the Committee, the Incoming Chair will select one (1) Clinical Faculty member and one (1) Lecturer from among University Faculty members to serve on the Faculty Distinguished Teacher Awards Committee.

- h. The President of ASISU will identify five (5) possible student representatives. Of those five possible student representatives, the Incoming Chair will invite two (2) to serve on the Faculty Distinguished Teacher Awards Committee.

## **VI. RELATED LAWS AND POLICIES**

- A. ISUPP 3050 *Categories of Employees*
- B. ISUPP 4090 *Faculty Workload*
- C. ISUPP 4050 *Academic Ranks and Other Appointments*
- D. ISUPP 4140 *Student Feedback and Course Evaluations*