

Academic Affairs Manual

The Excellence in Service Award

1.0 PURPOSE

1.1 This purpose of these Operating Procedures is to lay out the process by which a recipient will be selected annually for the Excellence in Service Award in accord with the criteria set forth by the CSUDH Academic Senate resolution pertaining to this award.

4.4 The purpose of this award is to acknowledge that:

1.2.1 Service is an essential component of the mission of CSUDH and is important to the functioning of faculty members.

1.2.2 The professional activities related to university governance, decision-making, institutional growth, internal communication and dissemination of data and knowledge are important elements for the functioning and development of the University.

1.2.3 Further, professional activities that extend beyond the walls of the University toward building "communiversity" and creating a positive environment for our students' lives off campus and our affiliates in business, non-profit and charitable establishments are valuable contributions to the University's mission and goals.

1.2.4 Service provides collegial foundations and a commitment by participants to the continued interconnection of faculty across the disciplines and to the institution as a whole.

1.2.5 It is important to recognize faculty who serve the University without compensation in a capacity that is distinct from either teaching or research.

Approved: Allen A. Mori

Date: 12-1-2004

2.0 ORGANIZATIONS AFFECTED

- 2.1 All CSUDH faculty and lecturers, except those who perform their service primarily at another campus
- 2.2 The Provost and Vice President for Academic Affairs
- 2.3 The Assistant Vice President for Faculty Affairs
- 2.4 The University Leaves and Honors Committee

3.0 REFERENCES AND RELATED PROCEDURES

- 3.1 References: The CSUDH Academic Senate resolution on the Excellence in Service Award
- 3.2 Related Procedures: Academic Senate resolutions and Academic Affairs Operating Procedures pertaining to other University faculty awards

4.0 POLICY

- 4.1 All CSUDH faculty and lecturers, except those who perform their service primarily at another campus, are eligible, if they have not have received the award in the past five years. Faculty who primarily perform their service at another campus shall not be eligible.
- 4.2 The service activities cited as the basis for this award must have been performed in the capacity of employment at CSUDH and be above and beyond the required level of service.
- 4.3 The Excellence in Service Award is established to recognize faculty contributions to University governance and development. Consideration is based on the quality and degree of service in a number of areas, including:
 - 4.3.1 Working on committees, task forces, councils, etc.;
 - 4.3.2 Giving seminars;
 - 4.3.3 Developing programs with elementary, middle or high schools;
 - 4.3.4 Student counseling and advising;
 - 4.3.5 Working on the Academic Senate or statewide Senate;
 - 4.3.6 Contributing to professional societies such as the moderation of panels;
 - 4.3.7 The drafting of important documents such as mission statements and by-laws.

- 4.4 Consideration shall also be given to
 - 4.4.1 The visibility of results of such service on the University campus;
 - 4.4.2 Evidence of originality and creativity in providing solutions to, and/or in resolving, institutional questions facing the University;
 - 4.4.3 Evidence of excellence and dedication to the Dominguez Hills campus and community;
 - 4.4.4 Recognition by peers and the public.
- 4.5 The University Leaves and Honors Committee shall adjudicate the Excellence in Service Award.
- 4.6 The call for nominations shall be consistent with other University faculty awards.
- 4.7 Any CSUDH faculty member may submit no more than one nomination.

5.0 DEFINITIONS

- 5.1 Eligible Faculty: Faculty and lecturers employed by CSUDH who are not primarily performing their service at another campus

6.0 RESPONSIBILITIES

- 6.1 The Assistant Vice President for Faculty Affairs
 - 6.1.1 The Assistant Vice President for Faculty Affairs (AVPFA) shall be responsible for organizing the nomination process for this award.
 - 6.1.1.1 By the first working day in November of each year, the AVPFA shall cause a notification to be issued to all CSUDH faculty, staff and students announcing the nomination process for this award.
 - 6.1.1.1.1 This notice shall go in e-mail format to the entire campus community and/or be posted so that everyone has access to it.
 - 6.1.1.1.2 The notice shall include the purpose of this award (see 1.2) and the policy concerning eligibility and the types of evidence that may be submitted in support of the nomination (see 4.1 – 4.4).

6.1.1.1.3 The nomination notification shall indicate that:

- 6.1.1.1.3.1 Any member of the campus community -- faculty, staff or student -- may nominate a faculty member for the award.
- 6.1.1.1.3.2 All nominations must include the reason(s) why the person being nominated warrants consideration for the award.
- 6.1.1.1.3.3 All nominations must be signed by the person making the nomination.
- 6.1.1.1.3.4 Each member of the campus community may nominate no more than one person.
- 6.1.1.1.3.5 Faculty may nominate themselves.
- 6.1.1.1.3.6 All nominations must be received in the office of the AVPFA by 5 p.m. on the last working day in November.

6.1.2 The AVPFA shall collate the nominations, confirm the eligibility of those nominated, and then notify each of the eligible nominees of his/her nomination.

6.1.2.1 The notification shall be sent by the 10th working day in December.

6.1.2.2 The notification shall include the purpose of this award (see 1.2) and the policy concerning eligibility and the types of evidence that may be submitted in support of the nomination (see 4.1 – 4.4).

6.1.2.3 The notification shall indicate that:

- 6.1.2.3.1 Each nominee, if s/he wishes to be considered a candidate, should submit a mini-file of supporting material consistent with the criteria for the award but must at least sign a release allowing members of the University Leaves and Honors Committee access to his/her Personnel Action File. The mini-file must specifically address the criteria for the award.
- 6.1.2.3.2 The mini-file and/or release must be received in the office of the AVPFA by no later than 5 p.m. on the last working day in January.

6.1.2.3.3 The failure to submit a mini-file or release by this time will be taken to mean that the nominee does not wish to be considered a candidate for this award.

6.1.3. The AVPFA shall collate the documents from all those wishing to be considered candidates and then forward the list of candidates, together with all documents supporting these candidacies, to the Chair of the University Leaves and Honors Committee by the 10th working day in February.

6.1.4 Upon receipt from the University Leaves and Honors Committee of notification of their selection of the recipient of this award, the AVPFA shall notify the Provost as to the name of the recipient and shall forward to the Provost the person's mini-file and other supporting documents, including the cover document provided by the Committee.

6.2 The University Leaves and Honors Committee shall:

6.2.1 Receive from the AVPFA the list of candidates for this award, together with all documents supporting their candidacies.

6.2.2 Applying the criteria implicit in the purpose of this award (see 1.2) and the policies relevant to this award (see 4.1 – 4.4), select a recipient for the current academic year

6.2.3 By the 10th working day in March, notify the AVPFA of the identity of the selected recipient, and forward to the AVPFA that person's mini-file, together with a cover document indicating the basis for the Committee's selection.

6.3 The Provost and Vice President for Academic Affairs shall:

6.3.1 Receive from the AVPFA the name of the person selected to receive this award, together with the supporting documents.

6.3.2 Inform the President of the name of the person selected to receive this award and make the supporting documents available to the President if he so desires.

6.3.3 Announce, or ask the President to announce, the recipient at the same time as, and in a manner similar to, the announcement of the recipients of the Lyle E. Gibson Dominguez Hills Distinguished Teacher; the Research, Scholarship, and Creative Activities; and the Presidential Outstanding Professor awards.

- 6.3.4 Cause the name of the recipient to be acknowledged at Honors Convocation and at Commencement that year in a manner similar to that of the other faculty recipients.
- 6.3.5 Cause the recipient to be acknowledged at other appropriate awards receptions.
- 6.3.6 Cause a certificate, and a monetary award that is consistent with the Lyle E. Gibson Dominguez Hills Distinguished Teacher award and the Research, Scholarship, and Creative Activity award, to be given to the recipient.

7.0 PROCEDURES (This sections consists of a summary of the steps described in section # 6, with those steps placed in chronological order.)

7.1 The Assistant Vice President for Faculty Affairs

7.1.1 The AVPFA shall be responsible for organizing the nomination process for this award.

7.1.1.1 By the first working day in November of each year, the AVPFA shall cause a notification to be issued to all CSUDH faculty, staff and students announcing the nomination process for this award.

7.1.1.1.1 This notice shall go in e-mail format to the entire campus community and/or be posted so that everyone has access to it

7.1.1.1.2 The notice shall include the purpose of this award (see 1.2) and the policy concerning eligibility and the types of evidence that may be submitted in support of the nomination (see 4.1 – 4.4).

7.1.1.1.3 The nomination notification shall indicate that:

7.1.1.1.3.1 Any member of the campus community -- faculty, staff or student -- may nominate a faculty member for the award.

7.1.1.1.3.2 All nominations must include the reason(s) why the person being nominated warrants consideration for the award.

7.1.1.1.3.3 All nominations must be signed by the person making the nomination.

- 7.1.1.1.3.4 Each member of the campus community may nominate no more than one person
 - 7.1.1.1.3.5 Faculty may nominate themselves.
 - 7.1.1.1.3.6 All nominations must be received in the office of the AVPFA by 5 p.m. on the last working day in November.
- 7.1.2 The AVPFA shall collate the nominations, confirm the eligibility of those nominated, and then notify each of the eligible nominees of his/her nomination.
- 7.1.2.1 The notification shall be sent by the 10th working day in December.
 - 7.1.2.2 The notification shall include the purpose of this award (see 1.2) and the policy concerning eligibility and the types of evidence that may be submitted in support of the nomination (see 4.1 – 4.4).
 - 7.1.2.3 The notification shall indicate that:
 - 7.1.2.3.1 Each nominee, if s/he wishes to be considered a candidate, should submit a mini-file of supporting material consistent with the criteria for the award but must at least sign a release allowing members of the University Leaves and Honors Committee access to his/her Personnel Action File. The mini-file must specifically address the criteria for the award.
 - 7.1.2.3.2 The mini-file and/or release must be received in the office of the AVPFA by no later than 5 p.m. on the last working day in January.
 - 7.1.2.3.3 The failure to submit a mini-file or release by this time will be taken to mean that the nominee does not wish to be considered a candidate for this award.
- 7.1.3 The AVPFA shall collate the documents from all those wishing to be considered candidates and then forward the list of candidates, together with all documents supporting these candidacies, to the Chair of the University Leaves and Honors Committee by the 10th working day in February.

- 7.2 The University Leaves and Honors Committee shall:
- 7.2.1 Receive from the AVPFA the list of candidates for this award, together with all documents supporting their candidacies.
 - 7.2.2 Applying the criteria implicit in the purpose of this award (see 1.2) and the policies relevant to this award (see 4.1 – 4.4), select a recipient for the current academic year
 - 7.2.3 By the 10th working day in March, notify the AVPFA of the identity of the selected recipient, and forward to the AVPFA that person's mini-file, together with a cover document indicating the basis for the Committee's selection.
- 7.3 The AVPFA, upon receipt from the University Leaves and Honors Committee of notification of their selection of the recipient of this award, shall notify the Provost as to the name of the recipient and shall forward to the Provost the person's mini-file and other supporting documents, including the cover document provided by the Committee.
- 7.4 The Provost and Vice President for Academic Affairs shall:
- 7.4.1 Receive from the AVPFA the name of the person selected to receive this award, together with the supporting documents.
 - 7.4.2 Inform the President of the name of the person selected to receive this award and make the supporting documents available to the President if he so desires.
 - 7.4.3 Announce, or ask the President to announce, the recipient at the same time as, and in a manner similar to, the announcement of the recipients of the Lyle E. Gibson Dominguez Hills Distinguished Teacher; the Research, Scholarship, and Creative Activities; and the Presidential Outstanding Professor awards.
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