

# Academic Affairs Manual

## Catherine H. Jacobs Outstanding Faculty-Lecturer Award

### 1.0 Purpose

- 1.1 The purpose of these Operating Procedures is to lay out the process by which the participant will be selected annually for the Catherine H. Jacobs Outstanding Faculty-Lecturer Award in accordance with the criteria set forth by the CSUDH Academic Senate resolution pertaining to this award
- 1.2 The purpose of this award is to acknowledge and honor a CSUDH full-time and part-time faculty at the rank of lecturer who has demonstrated excellence in teaching effectiveness to the California State University Dominguez Hills campus community

### 2.0 Organizations Affected

- 2.1 All CSUDH full-time and part-time faculty at the rank of Lecturer
- 2.2 The President
- 2.3 The Provost and Vice President of Academic Affairs
- 2.4 The Associate Vice President of Faculty Affairs and Development
- 2.5 The University Leaves and Honors Committee

### 3.0 References and Related Procedures

- 3.1 References: The CSUDH Academic Senate resolution on the Catherine H. Jacobs Outstanding Faculty-Lecturer Award
- 3.2 Related Procedures: Academic Senate resolutions and Academic Affairs Operating Procedures pertaining to other university faculty awards

### 4.0 Policy

- 4.1 The principal criteria for receiving this award shall be a sustained record of teaching
- 4.2 Eligibility
  - 4.2.1 All CSUDH full-time and part-time faculty at the rank of lecturer
  - 4.2.2 Teaching must be performed at CSUDH

- 4.1.3 A significant part of each nominee's accomplishment shall have been established while a faculty member of CSUDH
- 4.3 Each nomination should be supported by evidence of the nominee's students, colleagues in the nominee's discipline, department chairs, and campus administrators to comment upon the nominee's teaching
- 4.4 Examples of evidence within the regular scope of teaching may include the following:
  - 4.4.1 Summaries of student evaluations
  - 4.4.2 Sample comments from students
  - 4.4.3 Documentation of active participation in curriculum development or improvement
  - 4.4.4 Assessment
  - 4.4.5 Pedagogical improvement
  - 4.4.6 Innovation
  - 4.4.7 Integration of high impact practices
- 4.5 The nominee's professional teaching accomplishments should be evaluated to ascertain their quality and the resultant contributions these activities have made to the University
- 4.6 The University Leaves and Honors Committee shall adjudicate the Catherine H. Jacobs Outstanding Faculty- Lecturer Award
- 4.7 The call for nominations shall be the same as for other University Faculty Awards
- 4.8 Any CSUDH faculty member may submit no more than one (1) nomination

## **5.0 Definitions**

- 5.1 Eligible Faculty: Full-time faculty-lecturers employed

## **6.0 Responsibilities and Procedures**

- 6.1 The Associate Vice President of Faculty Affairs and Development (AVPFAD)
  - 6.1.1 The AVPFAD shall be responsible for organizing the nomination process for this award
  - 6.1.2 By the first week of October of each Academic Year, the AVPFAD shall release a notification to all CSUDH faculty, staff, and students announcing the nomination process for this award

- 6.1.3 This notice shall go out to the entire campus community in e-mail form and/or be posted on the Faculty Affairs and Development website so that everyone has access to it
  - 6.1.2.1 The notice shall include the purpose of the award and the policy concerning eligibility and the types of evidence that may be submitted in support of the nomination
  - 6.1.2.2 The nomination notification shall indicate that:
    - 6.1.2.2.1 Any member of the campus community –faculty, staff or student- may nominate a faculty-lecturer for the award
    - 6.1.2.2.2 All nominations must include the reason(s) why the person being nominated warrants consideration for the award
    - 6.1.2.2.3 All nominations must be signed by the person making the nomination
    - 6.1.2.2.4 Each member of the campus community may nominate no more than one person
    - 6.1.2.2.5 Faculty may nominate themselves
    - 6.1.2.2.6 All nominations must be received in the office of Faculty Affairs and Development by 5:00 pm on the last working day in November
- 6.1.3 The AVPFAD shall collate the nominations, confirm the eligibility of those nominated, and then notify each of the eligible nominees of his/her nomination
  - 6.1.3.1 The notification shall be sent by the tenth (10<sup>th</sup>) working day of December
  - 6.1.3.2 The notification shall include the purpose of this award and the policy concerning eligibility and the types of evidence that may be submitted in support of the nomination
  - 6.1.3.3 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
- 6.1.4 The AVPFAD 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 10<sup>th</sup> working day in February
- 6.1.5 Upon receipt from the University Leaves and Honors committee of notification of their selection of the recipient of this award, the AVPFAD shall notify the Provost as to the name of the recipient and shall forward to the Provost the person's mini0file 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 AVPFAD 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 and the policies relevant to this award, select a recipient for the current academic year
  - 6.2.3 By the tenth (10<sup>th</sup>) working day in March, notify the AVPFAD of the identity of the selected recipient, and forward to the AVPFAD 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 of Academic Affairs shall:
- 6.3.1 Receive from the AVPFAD 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 they so desire
  - 6.3.3 Announce, or ask the President to announce, the recipient at the same time as, and a manner similar to, the announcement of the recipients of the Service, Research, Scholarship, and Creativity, the Presidential Outstanding Professor, and the Lyle E. Gibson Dominguez Hills Distinguished Teacher awards
  - 6.3.4 Cause the name of the recipient to be acknowledged at Commencement that year in a manner similar to that of the other faculty recipients
  - 6.3.5 Cause the name of the recipient to be acknowledged at other appropriate award receptions
  - 6.3.6 Cause a certificate and a monetary award to be given to the recipient

Approved: Dr. Michael E. Spagna, Provost and Vice President for Academic Affairs  
Date: August 14, 2017