



## University Policy Statement

### UPS 290.000

## OUTSTANDING PROFESSOR AWARD

The selection of an Outstanding Professor at California State University, Fullerton, contributes to the fulfillment of our campus Mission and Goals in a number of ways. Recognizing highly superior faculty performance helps to strengthen institutional effectiveness, and our sense of community. Such recognition -- of a teacher-scholar -- works to ensure the preeminence of learning at our campus. Pursuant, therefore, to a fulfillment of Mission and Goals, California State University, Fullerton, establishes this program for selection and recognition of a yearly Outstanding Professor.

Each academic year during spring semester, the Outstanding Professor Committee shall recommend the award recipient and forward his/her name to the President, who (if he/she concurs) will designate the Outstanding Professor for that year and will give the designation such publicity as he/she deems appropriate. The California State University, Fullerton, Outstanding Professor will also represent this campus at any system-wide recognitions for campus outstanding professors as may be provided for.

### COMPOSITION AND SELECTION OF THE OUTSTANDING PROFESSOR COMMITTEE

- A. The Committee shall consist of:
  - 1. One professor from the College of the Arts
  - 2. One professor from the Mihaylo College of Business and Economics
  - 3. One professor from the College of Health and Human Development
  - 4. One professor from the College of Education
  - 5. One professor from the College of Natural Sciences and Mathematics
  - 6. One professor from the College of Engineering and Computer Science
  - 7. One professor from the College of Humanities and Social Sciences
  - 8. One professor from the College of Communications
  - 9. One past member of the Faculty Personnel Committee
  - 10. Two undergraduate students
  - 11. Two graduate students
- B. The faculty members of the committee shall be named by the chair of the Academic Senate in consultation with Executive Committee.
- C. The student members of the committee shall be named by the Associated Students, Inc.

- D. The first eight members listed in A. shall be appointed for two-year terms in such a way that half of the terms expire each year. The other five members shall be appointed annually.
- E. The chair of the Academic Senate, in consultation with Executive Committee, shall name a replacement from the same college or area for any member of the committee who is nominated for the award and does not decline the nomination.

### **NOMINATIONS**

- 1) A request for nominations for this award shall be initiated by the chair of the Academic Senate no later than the first week of December.
- 2) Nominations for this award may be made by any member of the University community.
- 3) Deadline for nominations shall be the second Monday of February.
- 4) Only one candidate may be nominated by any individual in each cycle.
- 5) A person nominated can remain in nomination for two consecutive years with the ability to modify the application, unless he/she 1) received this university award; 2) declines to remain in nomination; 3) is no longer employed by CSUF; or 4) is deceased. To be considered for a second year the applicant must “opt-in” by submitting updated narrative and CV. The nomination letter, letters of support, and supporting materials are not required to be updated for a re-submission.

### **APPLICATION PROCEDURES**

- Each individual nominee for this award shall be notified by the chair of the Academic Senate and invited to submit by the first Monday of March an application that will include a curriculum vitae and a narrative, not to exceed 2500 words, which contains adequate documentation to substantiate his/her outstanding qualifications for the award. Candidates shall provide a maximum of ten items as evidence of their qualifications for the award.
- Evidence in support of a nominee should include written statements from (a) faculty members, (b) administrators, (c) staff members, (d) students, (e) alumni, (f) off-campus experts in his/her field, and (g) anyone else truly qualified to support the nomination.
- Candidates should also include documentation of their significant contributions to the principle and practice of shared governance.
- Finally, candidates should include documentation on their outstanding teaching such as peer observation and comments on teaching, summary tables of student opinion questionnaires with department averages and comments from students, a sample SOQ form, summary tables of grade distributions with department averages, evidence of advising responsibilities, evidence of involving students in productions or stage work, evidence of mentoring beyond the classroom, pedagogical improvements and curriculum/degree development efforts. Applications must be submitted electronically and must include the following documents with these exact labels: Nomination Letter; 2500 Word Narrative; Curriculum Vitae; Five Letters of Support; SOQ/Grade Distribution Table; and Appendices.

Detail

- 1) Nomination Letter: A letter of Nomination by any member of the campus community dated in the past 24 months.
- 2) 2500 Word Narrative: Updated in the last 6 months.
- 3) Curriculum Vitae: Updated in the last 6 months.
- 4) Five Letters of Support: Five letters of support (dated in the past 24 months), one of which shall be from his/her current or past Department/Program Chair or an appropriate administrator. These letters are separate from the Nomination Letter.
- 5) SOQ/Grade Distribution Table: One summary table with a list of each class taught for the most recent five years, using the below format for summary table. You may need to insert more rows to accommodate all classes for each semester taught for the past six years. An example is highlighted in gray.

Semester	Course	# Students	A %	B %	C %	D %	F %	Course GPA	Dept GPA Avg*	Course SOQ	Dept SOQ Avg*
Fall 2016	PHIL 315	35	11	43	29	17	0	2.49	2.70	3.20	3.30
Fall											
Fall											
Fall											
Summer											
Summer											
Spring											

\* For columns labelled A-F, please indicate the percentage of grades earned by your students for each letter grade. If you use +/- use a simple total of all A's earned (A+, A, A-), etc.

- **Course GPA** should be the GPA for your listed courses as indicated in the “official” GPA reports provided by CSUF.
  - **Course SOQ** should be the **Total Mean SOQ** as listed in your Summarized Report for each course you list.
  - For columns including “**Dept**”, please enter averages or range expectations as appropriate.
- 6) Appendices: A maximum of 10 categories of supporting documentation (e.g., additional letters, evidence of scholarly impact, student evaluations, peer evaluations, awards, programs, brochures, evidence of advising/mentoring and student collaboration, curriculum development, teaching materials, and other relevant documents).

**CRITERIA**

- 1) A nominee is expected to have a sustained record of superlative teaching. The documentation submitted in support of a nomination is required to contain written evaluations from faculty and students which evidence excellence in teaching.

- 2) No amount of professional achievement as evidenced by research and creative scholarship, or service to the campus and community shall be a substitute for the basic requirement of excellence in teaching.
- 3) A significant portion of the nominee's record of accomplishment shall have been established while a faculty member of this University.
- 4) The nominee's services to the campus and the larger community should be evaluated to ascertain their relevance to the nominee's teaching, as well as their overall significance.
- 5) In addition to being outstanding teachers, nominees for this award must be distinguished in scholarship and/or creative activities. While on this campus, they should have contributed to the stature of the University and the statewide system. They should have earned national or international recognition by their scholarly achievements in research, publication, or creative endeavor. Creative or scholarly work that involves students or informs teaching is highly valued.

### **EVALUATION PROCESS**

Candidates will be evaluated by the Outstanding Professor Committee. The committee shall choose the award recipient and forward his/her name to the Academic Senate Chair and the President by the first Monday in April. The award will be presented by the President and the committee at an Academic Senate meeting prior to the end of the academic year.

### **PRESENTATION SERIES**

- 1) The recipient of the Outstanding Professor Award shall be invited to make an all-University presentation of his/her choice in the academic year following his/her selection. To the extent possible, each of these presentations shall subsequently be published in an appropriate scholarly journal, in one of the campus publications, or in a special series.
- 2) The Outstanding Professor Presentation Series shall be arranged through the Faculty Development Center.

Source: Outstanding Professor Committee

**EFFECTIVE DATE: September 26, 2018**

Supersedes: UPS 290.000 dated 8-2-17  
and ASD 17-109