



University Policy Statement

**UPS 293.000**

**THE CAROL BARNES  
EXCELLENCE IN TEACHING AWARD**

The Carol Barnes Faculty Excellence in Teaching Award is designed to acknowledge publicly faculty who demonstrate academic rigor in teaching consistent with the University Mission and Goals and the mission of the CSU. The individual selected shall be honored by the President and the Academic Senate at an Academic Senate meeting in the spring semester. The recipient's name will be engraved on a permanent plaque.

**ELIGIBILITY**

All full-time tenure and tenure-track faculty members are eligible.

**NOMINATIONS**

- a. A request for nominations for this award shall be initiated by the chair of the Academic Senate during the last week of October.
- b. Nominations for this award may be made by any member of the University community.
- c. Deadline for nominations shall be the third Friday in November.
- d. Only one candidate may be nominated by any individual in each cycle.
- e. 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 2<sup>nd</sup> Friday in December an application that shall include a current curriculum vitae and a self-narrative, not to exceed 2500 words, which contains evidence of excellence in teaching and a commitment to students at CSUF. The application shall include five letters of support. Candidates shall provide a maximum of 20 items as evidence of their teaching effectiveness and commitment to students at CSUF. (Note: Activities at other institutions will not be considered.) For example, candidates may include documentation 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 shall be submitted electronically and shall include the following documents with these exact labels: Nomination Letter; 2500 Word Self-Narrative; Current Curriculum Vitae; Five Letters of Support; SOQ/Grade Distribution Table; and Appendices. Documents need to be combined into a single PDF in the order listed below, and separated by section title pages.

Detail

- 1) Nomination Letter: A letter of Nomination by any member of the campus community dated in the past 24 months.
- 2) 2500 Word Self-Narrative: Updated in the last 6 months.
- 3) Current Curriculum Vitae
- 4) Five Letters of Support: Five letters of support (dated in the past 24 months), one of which shall be from the applicant’s current or past Department/Program Chair, Program Coordinator, Program Director, or Dean. 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. More rows may be added to accommodate all classes for each semester taught for the past five 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	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 20 items of supporting documentation (e.g., additional letters, student evaluations, peer evaluations, awards, programs, brochures, evidence of advising/mentoring and student collaboration, curriculum development, teaching materials, and other relevant documents).

### **CRITERIA**

- a. Excellence in teaching shall be determined by considerations of the academic rigor, scope of the work, and creativity of the teaching, not by simply measuring average student ratings of instruction or number of different courses taught.
- b. A nominee is expected to have a sustained record of superior teaching across multiple terms.
- c. Nominees shall have contributed to a collegial focus on teaching excellence through their work on committees, in curriculum development efforts, and/or mentoring of colleagues.
- d. Activities that promote student learning outside of the classroom will also be considered. Examples include: student involvement in research, conducting extra-curricular activities with students, field trips, involving students in productions or stage works, and/or examples of mentoring students.
- e. The nominee's record of excellence in teaching to be evaluated shall have been accomplished while a faculty member of this University.

### **EVALUATION PROCESS**

Candidates will be evaluated by the Outstanding Professor Committee. Faculty members who have received this award will be invited to serve on the 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 of February. The award will be presented by the President and the committee at an Academic Senate meeting prior to the end of the academic year.

Source: Outstanding Professor Committee

**EFFECTIVE DATE: February 14, 2019**  
Supersedes UPS 293.000 dated 8-14-17  
and ASD 17-111