



University Policy Statement

UPS 295.000

THE OUTSTANDING LECTURER AWARD

The Outstanding Lecturer Award is designed to publically acknowledge lecturers who demonstrate excellence in teaching effectiveness and commitment to students at CSUF by making substantial contributions to student learning. The individual selected shall be honored by the President and the Academic Senate at an Academic Senate meeting. The recipient's name will be engraved on a permanent plaque.

ELIGIBILITY

All temporary faculty members with a minimum of six years of teaching employment at CSUF and who have had an instructional assignment in the last 12 months are eligible.

NOMINATIONS

- a. A request for nominations for this award shall be initiated by the chair of the Academic Senate no later than the last week of August.
- b. Nominations for this award may be made by any member of the University community.
- c. Deadline for nominations shall be the third Monday of September.
- 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 first Monday of November an application that will include a current curriculum vitae and a self-narrative, not to exceed 1500 words, which contains evidence of excellence in teaching and a commitment to students at CSUF. Any contributions that have been completed beyond job requirements should be indicated as such. 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; 1500 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) 1500 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 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 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

The principle criterion for receiving this award shall be a record of outstanding teaching at CSUF that is evidenced by:

- 1) Description of instructional load and one summary table (see above).
- 2) Evidence of activities that promote student learning outside of the classroom (i.e., student involvement in research, conducting extra-curricular activities with students, field trips, involving students in productions or stage works, advising student clubs or organizations, and/or examples of mentoring or advising students indicating if these are beyond job requirements).
- 3) Evidence of substantial engagement in curriculum development or improvement, assessment, pedagogical improvement, or integration of high impact practices into teaching.
- 4) Evidence of a sustained record of superior teaching across multiple terms.

EVALUATION PROCESS

Candidates will be evaluated by the Outstanding Professor Committee. The committee shall choose the award recipient and forward the recipient's name to the Academic Senate Chair and the President by the second Friday in December. 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 Award Committee

EFFECTIVE DATE: February 14, 2019

Supersedes: UPS 295.000 dated 8-2-17
and ASD 17-113