



UNIVERSITY OF LOUISIANA MONROE
FOUNDATION AWARDS FOR EXCELLENCE

Commented [MZ1]: Recommend webpage for posting of documents/guidelines

1. Foundation Awards for Excellence for Faculty in Creative & Innovative Works, Teaching, Research/Scholarship, and Service

a. Nominations

Full-time faculty members, including those with administrative appointments below the level of dean, may be nominated. Each school director will decide whether faculty members in their school will be nominated by school ballot, or by individual faculty colleagues, school director, or dean. There shall be only one nominee from each school in each category.

The nomination process is as follows:

- The nominator will submit a statement of recommendation to the faculty member’s school director via email.
- The school director will notify the nominee of the nomination via email. The nominee should respond indicating if they accept the nomination. If accepted, the nominee will have the opportunity to provide a current resume/curriculum vitae and additional evidence supporting the nomination as deemed relevant by the nominee (maximum 10 pages, including resume/CV and supporting documents). The nominee should also provide three letters of support.
- The school director will email the dean the selected nominees’ packets, each of which should contain a resume/CV and supporting documents (not to exceed 10 pages) plus three letters of support. The dean will provide the nomination packets to the college selection committee to review. (Refer to College Selection Procedure in Section 1.c.)
- The nominee is responsible for adherence to award application guidelines. Only packets adhering to the guidelines will be considered by the award selection committee.

Commented [MZ2]: Letters of support last year did not all provide enough justification for some faculty. Allowing faculty to choose letter writers lets nominee decide what info supports their nomination.

Commented [MZ3]: 2-pg CV does not allow nominee to provide appropriate evidence of some criteria. Stating a max gives nominee flexibility if they choose but 10 pgs is not too burdensome on committee given small number of nominees reviewed if all nominees use the max

Commented [MZ4]: Nominee gets to choose who writes letters

Commented [MZ5]: It was obvious that few colleges followed the actual process last year.

Commented [MZ6]: We felt some nominees were at a disadvantage last year because their college didn’t follow the process. This ensures that nominee is aware of what is moving forward in their packet.

Commented [MZ7]: The committee could not fairly judge nominees last year when few had followed guidelines. Ones who adhered didn’t have as much evidence.

b. Category & Criteria

Creative & Innovative Works

Criteria may include but not be limited to the following:

- the prestige of galleries sponsoring one’s exhibits
- the prestige of organizations sponsoring one’s performances or works
- the prestige of journals and publishers producing one’s works
- critical acclaim for one’s efforts
- awards, honors, and certifications received from professional societies
- geographical scope of recognition



Teaching

Criteria may include but not be limited to the following:

- demonstrated teaching effectiveness while at ULM
- innovative teaching techniques, including grants and publications on innovative teaching
- evidence of sustained commitment to excellence in teaching, including participation in professional development and development of workshops or presentations on teaching at conferences or invited seminars
- awards, honors, and certifications received from professional societies

Commented [MZ8]: Deleted “high standards of...” It’s either effective or not, regardless of one’s standards. Also deleted bullet “valid assessment results indicating scope and depth of learning by students” as this IS teaching effectiveness

Commented [MZ9]: Grants/pubs were criteria in original rubric but not included in guidelines. Added here so nominee is aware to provide evidence of such.

Commented [MZ10R9]: All other statements of “including...” for other criteria throughout document were added for purposes of clarification for nominees

Research/Scholarship

Criteria may include but not be limited to the following:

- sustained commitment to research or scholarship, including presentations at conferences, publications in peer-reviewed journals, and research mentorship of students
- research awards and honors
- quality of scholarly activity or research, including acquisition of grant funding and acknowledgement of academic expertise

Commented [MZ11]: Original rubric for this category was completely different from criteria published in guidelines. We replaced the criteria with the wording from the rubric as it was stated more clearly and covered the same areas, with the exception of student mentorship. We felt that was important.

Service

Criteria may include but not be limited to the following:

- demonstrates committed service to the university, including active participation and offices held
- commitment to off-campus community, professional, and charitable service that reflects the values of ULM, including active participation and offices held

Commented [MZ12]: Combined 4 criteria into 2. Evaluates the same but is stated more clearly. Some of previous criteria were nebulous.

c. College Selection Procedure

The college selection procedure shall be as follows:

- Each college will have a college selection committee of four to five faculty, at least one representative from each school, who will review the nominees’ packets. Only packets adhering to guidelines stated in Section 1.a. will be reviewed. The dean will appoint committee members and the chair of the committee.
- Each college selection committee may submit only one nominee for each award category (creative & innovative works, teaching, research/scholarship, and service). The college selection committee will forward the names of the College nominees to the dean of the college. The dean of each college will forward the nomination packets of each of the four selected nominees to the Provost/Vice President of Academic Affairs (VPAA). In any given year, a college selection committee may choose not to submit a nominee for any particular award.

Commented [MZ13]: Reworded for clarity

d. University Selection Procedure

The university selection procedure shall be as follows:



- The university selection committee will consist of previous faculty award recipients, who will serve on the committee for a period of two years, and a chair who will lead the committee for one year and then will serve as an ex-officio member of the committee the following year. The Provost & VPAA shall appoint the chair. The chair shall appoint a recording secretary.
- No person shall serve on both the college selection committee and the university selection committee.
- After reviewing the nominees' resumes/curriculum vitae, the committee will submit the name of the selected recipient for each of the four awards to the Provost & VPAA.
- The President will recognize the recipient with a one-time \$3,000 salary supplement (less applicable deductions) and a plaque.
- College deans should ensure that all nominees attend the awards ceremony. The awards will be presented at this time.

Commented [MZ14]: Committee members felt it would help to have overlap of some members for historical perspective, especially during years that guidelines/procedures may change, to help group decide how to handle certain circumstances, and also someone for chair. Chair & ex-officio don't vote so still maintain odd number to avoid tie.

2. Foundation Awards for Excellence: Unclassified Staff

a. Nominations

Any ULM employee may nominate a colleague for an award. The nomination process is as follows:

- The nominator will submit to the employee's division Vice President/President, via email. Nominations will be in the form of a letter of support
- The division Vice President/President will notify the nominee via email of the nomination. Nominee should respond indicating if they accept the nomination. If accepted, the nominee will have the opportunity to provide a current resume/curriculum vitae of the nominee (1-2 pages).
- The employee's supervisor will receive notice of the nomination from the division Vice President/President, if the supervisor is not the nominator. The supervisor will have an opportunity to provide a brief statement of support on why the nominee deserves the award.
- The nominee will email the packet, (current resume, letter of support and statement from supervisor – if applicable), to the division Vice President/President. The Vice President/President will print the packet for the division selection committee to review. Offices in the President's division will be included in the Division of Student Affairs.

Commented [MZ15]: Consider following similar process as faculty for consistency

Commented [MO16]: The resume/CV should be 1-2 pages minimum and no more than 10 pages to align more closely with the faculty award requirements.

Commented [MO17]: Nominees should be required to submit 3 letters of support for consideration to align with the faculty award requirements.

Commented [MO18]: Nominees from the Office of the President's division should NOT be included with the Division of Student Affairs. It is our recommendation that there is an appointee to navigate the Office of the President nominees.

b. Criteria Service

Criteria may include but not be limited to the following:

- Service to the university in ways that make a positive impact on the institution
- Documented high levels of sustained commitment to off-campus community and charitable service that reflects the values of ULM
- Proven high levels of sustained commitment to off-campus community and charitable service, including relevant service to

Commented [MZ19]: Consider following same criteria for faculty service award. Original rubric for faculty award has place to identify if nominee is faculty, classified or unclassified staff; we left that in place on the rubric.



professional organizations.

- Nominee exhibits high degree of professionalism and customer service
- Offices held in professional associations, civic and/or community organizations

Commented [MO20]: We believe Creative and Innovative Works should be an additional criterion for the unclassified staff awards. While staff may not have contributions in teaching and research, there are certainly staff that can be judged on their innovative and creative contributions to the institution.

c. Division Selection Procedure

- Each division will have a division selection committee of three to five unclassified staff members from the division who will review the nomination packets. The Vice President of each division will appoint committee members and the chair of the committee.
- Each division’s selection committee may submit only one nominee for each award. The division selection committee will forward the nomination packet of the selected nominee to the Provost & VPAA. In any given year, a division selection committee may elect not to submit a nominee for the awards.

d. University Selection Procedure

- The Executive Council will serve as the university selection committee.
- After reviewing nominees’ submissions, the council will submit the name of the selected recipients to the Provost & VPAA, who will forward the name to the President. In any given year, the university selection committee may elect not to present an award for the year.
- The President will recognize the recipient(s) with a one-time \$3,000 salary supplement (less applicable deductions) and plaque at the awards ceremony.
- Division Heads should assure that all nominees are in attendance. The award(s) will be presented at this time.

3. Foundation Awards for Excellence: Classified Staff

a. Nominations

Any ULM employee may nominate a colleague for an award. The nomination process is as follows:

- The nominator will submit the nomination to the employee’s division Vice President/President, via email. Nominations will be in the form of a letter of support.
- The division Vice President/President will notify the nominee via email of the nomination. Nominee should respond indicating if they accept the nomination. If accepted, the nominee will have the opportunity to provide current resume/curriculum vitae of the nominee (1- 2 pages)
- The employee’s supervisor will receive notice of the nomination from the division Vice President/President, if the supervisor is not the nominator. The supervisor will have an opportunity to provide a brief statement of support on why the nominee deserves the award.
- The nominee will email the current resume/curriculum vitae, letter of support,

Commented [MO21]: We did not feel it appropriate to make recommendations to the Classified staff award as our body does not represent classified staff. However, we do agree that there should be some movement to align it more with the faculty and unclassified staff awards. Perhaps requiring the 3 letters of support as a start.

Commented [MZ22]: Consider following similar process as faculty for consistency



and brief statement from supervisor, (if applicable), to the division Vice President/President. The Vice President/President will print the packet for the division selection committee to review. Offices in the President's division will be included in the Division of Student Affairs.

b. Criteria

Service

Criteria may include but not be limited to the following:

- Service to the university in ways that make a positive impact on the institution
- Documented high levels of sustained commitment to off-campus community and charitable service that reflects the values of ULM
- Proven high levels of sustained commitment to off-campus community and charitable service, including relevant service to professional organizations
- Nominee exhibits high degree of professionalism and customer service
- Offices held in professional associations, civic and/or community organizations

Commented [M223]: Consider following same criteria for faculty service award. Original rubric for faculty award has place to identify if nominee is faculty, classified or unclassified staff; we left that in place on the rubric.

c. Division Selection Procedure

- Each division will have a division selection committee of three to five classified staff members from the division who will review the nomination packets. The Vice President of each division will appoint committee members and the chair of the committee.
- Each division's selection committee may submit only one nominee for each award. The division selection committee will forward the current resume/curriculum vitae of the selected nominee to the Provost & VPAA. In any given year, a division selection committee may elect not to submit a nominee for the award.

d. University Selection Procedure

- The Executive Council will serve as the university selection committee.
- After reviewing nominees' submissions, the council will submit the name of the selected recipients to the Provost & VPAA, who will forward the name to the President. In any given year, the university selection committee may elect not to present an award for the year.
- The President will recognize the recipient(s) with a one-time \$3,000 salary supplement (less applicable deductions) and plaque at the awards ceremony.
- Division Heads should assure that all nominees are in attendance. The award(s) will be presented at this time.



4. Foundation Award of Warhawk Spirit

a. Nominations

The recipient for this award may be classified as a full-time faculty or staff. Any ULM employee may nominate a colleague for an award. The nomination process is as follows:

- The nominator will submit the nomination to the faculty or staff's division Vice President/President, via email. Nominations will be in the form of a letter of support.
- The division Vice President/President will notify the nominee via email of the nomination. Nominee should respond indicating if they accept the nomination. If accepted, the nominee will have the opportunity to provide current resume/curriculum vitae of the nominee (1- 2 pages).
- The employee's supervisor will receive notice of the nomination from the division Vice President/President, if the supervisor is not the nominator. The supervisor will have an opportunity to provide a brief statement of support on why the nominee deserves the award.
- The nominee will email the current resume/curriculum vitae, letter of support, and brief statement from supervisor, (if applicable), to the division Vice President/President. The Vice President/President will print the packet for the university selection committee to review. Offices in the President's division will be included in the Division of Student Affairs.

b. Criteria

Criteria may include but not be limited to the following:

- Nominee exudes and exhibits excellence in collegiality and a continuous commitment to the advancement of the university and others
- Demonstrated optimism, perseverance through challenging situations and circumstances, i.e., the pandemic
- Consistently serve our students and others within the university

c. University Selection Procedure

- The Executive Council will serve as the university selection committee.
- After reviewing nominees' submissions, the council will submit the name of the selected recipients to the Provost & VPAA, who will forward the name to the President. In any given year, the university selection committee may elect not to present an award for the year.
- The President will recognize the recipient(s) with a one-time \$3,000 salary supplement (less applicable deductions) and plaque at the awards ceremony.
- Division Heads should assure that all nominees are in attendance. The award(s) will be presented at this time.



5. Timetable for Nomination and Selection Process

Timeline and Processes for Foundation Awards Faculty (Teaching, Research, Service, Creative Activity)

Date*	Action
January 1	President Berry calls for nominations during this week.
January 15	Nominations are due to the faculty member's school director. Nominations will be in the form of a statement of recommendation. Nominees will be contacted by the school director during this week to see if they are willing to accept the nomination.
March 7	Nominees will submit packets to their respective school directors.
March 15	The college committee will convene during this week to determine the nominee that will represent the college at the University level.
April 1	The university selection committee will select the awardee during this week.
April 15	The awardee will be notified of the award no later than this week.
May 1	The awards event will be held during this week.

* If a date falls on a weekend or holiday, the deadline will advance to the first business day following the published date.

Commented [MZZ4]: Timeline last year did not allow for any delays and was too short of a turnaround for groups to convene.

Commented [MZZ5R24]: Suggest using general dates so specific timeline doesn't have to be edited every year

Commented [MZZ6]: We allowed ample time for nominee to compile packet

Commented [MZZ7]: We worked backwards from first week of May to allow 2 weeks for award/check processing & 2 weeks for each committee to review packets

Timeline and Processes for Foundation Awards for Classified, Unclassified Staff, & the Spirit Award

Date	Action
March 22, 2022	President Berry calls for nominations.
March 28, 2022	Nominations are due to the employee's division Vice President. Nominations will be in the form of a letter of support. Nominees will be contacted during this week to see if they are willing to accept the nomination.
April 4, 2022	The divisional committee will convene during this week to determine the nominee that will represent the division at the University level.
April 11, 2022	The university selection committee will select the awardee during this week.
April 20, 2022	The awardee will be notified of the award.
May 2, 2022	The awards event will be held.

Commented [MZZ8]: Statements of "this week" added to allow some flexibility

Commented [MZZ9]: Statement added to avoid confusion related to calendar circumstances each year

Commented [MZZ0]: Should be the same as faculty timeline