Logo, company name

Description automatically generated

**Faculty Recognition Committee/VPAA**

See membership acknowledgements at the end of the documents November, 2022 lbaryeh@coppin.edu

**COPPIN STATE UNIVERSITY   
FACULTY AWARDS APPLICATION**

*Guidelines, Process and Deadlines*

**Charter**

The overall purpose of teaching, research, and service awards and recognition efforts are to a) advance university objectives directly impacting improvement in students’ retention & graduation rates, b) engage faculty members in the development of cutting edge curricula programs impacting academic excellence, and c) encourage extraordinary faculty effort in rapidly changing instructional environment, where possible, adopt critical academic program design and advance operational capacity, in various academic-departments at Coppin State University.



**COPPIN STATE UNIVERSITY FACULTY AWARDS APPLICATION**  
Guidelines, Process and Deadlines

Office of Provost & Vice President Academic Affairs  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Resources and References**   
https://www.usmd.edu/usm/academicaffairs/Guidelines.pdf  
2014 Faculty Handbook: https://www.coppin.edu/download/downloads/id/1083/faculty\_handbook.pdf  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Purpose**  
The overall purpose of teaching, service and research awards and recognition efforts are to a) advance university objectives directly impacting improvement in students’ retention & graduation rates, b) engage faculty members in the development of cutting edge curricula programs impacting academic excellence of the University, and c) encourage extraordinary faculty effort, where possible, during times of critical academic program and operational capacity needs, in various academic-departments at Coppin State University (CSU) campus of University System of Maryland (USM).

The Office of Provost & Vice President Academic Affairs (VPAA) expanded the scope of the CSU Faculty Recognition Committee (FRC) to explore ideas and make recommendations on additional types of awards and strategies that we can implement based on teaching, service, and research. The awards will provide a mechanism to recognize faculty members who have provided outstanding services and support to the university.

**1. Goals and Awards Categories**  
The precise goals of the faculty-driven Coppin State University Faculty Recognition Program, supported by the Office of Provost & VPAA, in teaching, research & scholarship, and service categories are manifold:

1. Emphasize Coppin State University's commitment to high-quality education through faculty engagement & recognition.
2. Recognize faculty members who consistently show exceptional skill in promoting student learning and engage CSU students’ population in the use of technology in content teaching and learning.
3. Recognize faculty members’ distinguished performance and who show evidence of outstanding undergraduate and/or advanced research and scholarship and engage CSU students in research dissemination.
4. Identify a pool of talented, dedicated faculty members who can serve as faculty mentors and support other faculty development initiatives.
5. Encourage and support CSU faculty to participate in the annual USM’s Board of Regents' Faculty Awards (https://www.usmd.edu/usm/academicaffairs/regfac.txt).

*Faculty Accomplishments Awards Ceremony*

1. Plan the faculty recognition ceremony.
2. Request to faculty (University-wide) for names and accompanying evidence of faculty deserving recognition.

3. **Process, Procedures, and Portfolio Ranking Guidelines: CSU Awards**

The following paragraphs describe the process and procedures for the call for faculty awards nominations and outline the CSU Faculty Awards Guidelines and Eligibility.   
All CSU awards guidelines and instructions are outlined in PART I: CSU Overall, Teaching, Research/Scholarship and Service Awards eligibility, process and instructions are outlined,  
 **PART I: CSU Overall, Teaching, Scholarship, Research, or Creative Activity and Service Awards**After the FRC chair gets consent from the Provost, the FRC chair will meet with the full university faculty recognition committee. The FRC chair in consent with provost will determine the number of faculty awards honorees. The FRC chair meets with FRC and reviews the following:

**Eligibility**:

Applicants must be **full-time faculty members** continuously for a minimum **of five (5) years**. Additionally, the following apply:

•The period of performance is the *three-year period ending June 30* of the year in which a CSU faculty gets nominated.

• An Applicant can apply to only 1 category.

• A faculty member who has received a CSU Excellence award within the last 5 years is ineligible.

•A faculty member who has applied for a Regents’ Faculty Award within the past two recent years ending June 30 is encouraged to apply for the same or any other award category.

**Award Process**  
  
The selection process will consist of two levels of review:

* Full FRC Level: All applications will be reviewed for eligibility and categorized for awards type. Then the members of the FRC subcommittee will be selected from FRC after receipt of all applications a) to ensure proper disciplinary expertise to review applications as much as possible and b) to avoid any conflicts of interest. A subcommittee will be formed consisting of three (3) to nine (9) members and more members may be added from FRC depending on the number of applications. Should there be a need for more faculty evaluators, the faculty senate president or FRC chair can recommend additional relevant faculty evaluators.
* FRC Sub Committee: The faculty review subcommittee will meet to review/discuss applications and prepare a report of the strengths and weaknesses of each application; forward to the chair of FRC for the next step in the selection process for final approval and final award selection.

**In anticipation of the CSU Faculty award, faculty members shall submit the following:**

1. A nomination form indicating the applicant’s name, Department, College, and justification/rationale in support of the applicant.
2. A record of the applicant’s service to the university, including date of appointment, dates of promotion in rank.
3. A statement verifying that the applicant meets the tenure and awards eligibility requirements.
4. *Current Curriculum Vitae* (CV): Current and related details from a max of last 5-years
5. The *statement of distinguished performance and documentation* in the faculty award request area category.
6. A written self-evaluation, including a statement of the status of excellent performance in the areas (e.g., teaching, research/scholarship, and service) from the previous year and how the excellence performance was met.
7. One student and one peer evaluation for the period evaluated.
8. Dean and/or Chair letter of support
9. Minimum teaching, research/scholarship, and service areas' performance documentation for one, most recent academic year.
10. Any other supporting documents the faculty member may deem pertinent to the portfolio evaluation process, such as a list of accepted or submitted scholarly articles, a list of awarded grants and/or grants in process, and copies of any advance training certificates and/or awards.

Faculty are eligible to apply for **1** of the 4 Award categories.

* 1. Coppin State University Faculty Member of the Year Award
  2. Scholarship, Research or Creative Activity Award
  3. Teaching Award
  4. Service and Mentoring Award

**1. Coppin State University Faculty Member of the Year Award**: For overall outstanding performance in Scholarship, Research or Creative Activity,Teaching, Mentoring *and* Service.

**The Faculty Member selected for Coppin State University Faculty Member of the Year Award will have demonstrated exceptional performance in** *Scholarship, Research or Creative Activity* ***and*** *Teaching* ***and*** *Service* **and have the best overall performance taking into account accomplishments in all of these areas.**

For documentation attesting to the applicant’s outstanding performance in the Overall category, applicants should provide documentation following guidelines for section **2,3 and 4** below (all categories combined).

**2. Scholarship, Research, or Creative Activity*:***This award is to recognize and encourage excellence in academic research, creative activity, scholarship, and mastery of the discipline.

* A personal statement explaining the objectives and significance of the Scholarship, Research, or Creative Activityproject(s).  The statement should include implications of the Scholarship, Research, or Creative Activityimpact on the discipline, as appropriate in applicants’ subject line of work.
* Copies of papers or other publications documentation related to the work of the nominated faculty member.
* Other materials that attest to the quality of the applicant’s work
* Letters from colleagues supporting the quality of Scholarship, Research, or Creative activities of the applicant.

*3.* ***Teaching****:* To recognize and encourage excellence in teaching at Coppin State University

* A list of specific courses with enrollment data taught during the past three years.
* A statement explaining the applicant’s teaching philosophy. The statement should include information about innovative teaching practices, instructional materials used/developed, new courses developed, course improvement projects, grants and or awards relating to teaching, and assessments of teaching by students and peers. Instructional activities outside the classroom may include but are not limited to advisory activities, instructional activity in the community, and/or presentations related to teaching made at professional meetings can also be reviewed.
* Copies of representative syllabi and other teaching materials, the Student Evaluation scores, from the last three years.

***4. Service:***To recognize and encourage excellence in service to the University and/or community.

Documentation attesting to the applicant’s outstanding service in any of the following :

* Service to the University, committee work, College and/or University-wide
* Contributions to support student learning, retention, graduation, scholarships, and student success
* Service to boards and professional organizations in the US and/or international society
* Community Engagement, such as faculty member’s professional expertise, participation in community affairs as a university representative, service to government agencies, business, and industry, professional, public, and private not-for-profit organizations.
* Writing grants and or implementing grants.
* Serving on professional Journals editorial board or being a reviewer for research papers for a journal, QM standards society portfolio, and Prior Learning (PL) program portfolios for PL credits evaluations.
* Additionally, See appendix III.

**Description of Award**: The award will consist of $1000 for the Overall Award and $500 each for the Teaching, Service or Scholarly activity Award and a framed certificate. The award will be presented at the annual University Day or Faculty/Staff Awards ceremonies.

**4. CSU Faculty Awards Portfolio Deadlines\*** Outlined below are the deadline, all applicants must adhere to.  
  
***a) CSU Research, Teaching, and Service awards applications deadlines***  
 *Fall Semester* November: The FRC chair sends out a request to faculty for names and accompanying evidence of faculty deserving recognition.  
  
*Spring Semester*  
1. Third Monday of February: Faculty Recognition Award Nominations due to FRC Chair;  
2. First Monday of April: FRC estimate funds and outline the logistics for Awardee’s event  
3. Third Monday of February to March, the FRC conducts a review and sends recommendations due to Provost;   
4. First Thursday of March: i. CSU Faculty Awards event logistics starts  
  
 Note: For organizing CSU Faculty Award Portfolio, please read Appendix I-III.  
 **5. CSU Faculty Awards Portfolio Ranking Matrix**  
Using only the materials provided in the nomination packets, each person rated each nominee placing their numbers onto a spreadsheet.

*3 – Highly Qualified. I believe that this person should win an award; or*

*2 – I would not object if this person won an award, but they are not my top choice; or*

*1 – I do not believe that this person should win an award*.

**Appendix II**

CSU FACULTY AWARDS REQUIRED FORM

**Certification of Eligibility for Award from Chair or Dean**

(Please complete a form for each nominee)

NOMINEE’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DEPARTMENT and COLLEGE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TENURE STATUS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PERIOD COVERING: From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. I certify that the above-named faculty member has been a CSU faculty member continuously for *at least five (5) years*.
2. I certify that only supporting materials related to the last five (5) years have been submitted.
3. I certify that, while making the outstanding contributions on which the nomination is based, the faculty member was employed by the nominating institution.
4. I hereby certify that the nominee has satisfied the departmental faculty-workload requirement. The requirement follows:

* \_\_\_\_\_\_\_\_\_Teaching:
* \_\_\_\_\_\_\_\_\_Scholarship, Research, or Creative Activity:
* \_\_\_\_\_\_\_\_\_Service:

1. Brief description/explanation of the way the activities for which the faculty member is nominated exceed the workload requirement.

**A. Department and or Deans Recommendations**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of College Dean Date

or,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Department Chair/Supervisor Date

**B. University Faculty Recognition Committee Chair/Co-Chair Recommendations**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Department Chair/Supervisor Date

**C. University Provost & VPAA Approval**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Department Chair/Supervisor Date

**APPENDIX III   
Professional and Community Service Checklist for CSU Faculty Awards  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Professional Service to the Department and/or University**

To qualify faculty member in service category, he/she must demonstrate effective participation in the following university service activities: The FRC will decide during portfolio review as to how many of these categories are necessary.

1. Participation in non-required workshops.
2. Conducting faculty workshop/seminar/colloquia.
3. Advisement of student/ organization.
4. Mentoring student/faculty.
5. Service on second and subsequent departmental, school, university-wide committees.
6. Organizing a major conference.
7. Coordination of programs (unpaid/no release time).
8. Writing of grants either awarded or in process.
9. Grant Reviewer (Reviewing grants for a grant-awarding agency (i.e., HRSA).
10. Participation in university-wide projects.
11. Collaborating with someone affiliated with another USM institution in a project that directly affects service.
12. Serve on a review panel for accreditation or certification team (i.e., Middle States).

**Community Service**

1. Service on community council/boards, or national/International Professional Foundations organizations
2. Consulting or advising activities in agencies.
3. Creation of discipline-related community organization
4. Other criteria agreed with department chair/Dean/Provost-VPAA

**Acknowledgements** **Coppin State University  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*University-Wide Faculty Recognition Committee*

Dr. Loretta Baryeh, Co-Chair, FRC Dr. Danita Tolson. Co-chair   
Dr. Blessing Diala-Ogamba  
Dr. Michael Berlin   
Dr. Wanda McCoy   
Dr. Melissa Buckley  
Dr. Yangsoon Song Dr. Christopher Rivera  
Ms. Young, (Staff)  
Mr. James Brown Mr. Andrew Brezinski

*Office of Provost and Academic Affairs*  
Dr. Pamela Wilks, Provost & VP of Academic Affairs  
Ms. Young, Executive Administrative Assistant to the Provost  
  
*Thanks to all faculty members who help continually improve the document*  
Published to CSU Faculty Fall 2020, Revised October 01, 2022  
FILE: LB/FRC  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_