



**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
POLICY NO: 1212**

**POLICY ON PROVOST’S AWARDS FOR EXCELLENT IN TEACHING, SCHOLARLY
AND CREATIVE ACTIVITIES, AND SERVICE**

1. PURPOSE OF AWARDS

The purpose of the Provost’s Awards for Excellence in Teaching, Scholarly and Creative Activities, and Service is to recognize outstanding faculty accomplishments in the three principal areas of faculty work. As the intent of the awards is to recognize a distinguished record of achievement, the totality of the nominees’ career accomplishments will be considered.

2. ELIGIBILITY

The award is open to all faculty members, librarians, counselors, and coaches, and faculty participating in the Faculty Early Retirement Program (FERP) who have been with Cal Poly Pomona for at least 5 years and demonstrate a sustained level of effort in the area of the award. An individual is eligible to receive the award in each area only once.

3. THE AWARDS

The Provost will present the awards during the University commencement ceremonies. In the fall quarter of the following academic year, the recipients will be honored as the keynote speakers of the Provost’s Awards Symposium.

The awards will include:

- A cash award of \$3,000 for the Scholarly and Creative Activity Award; \$3,000 for the Service Award; and \$5,000 for the Teaching Award.
- A plaque.
- Inscription of the recipients’ names on a permanent plaque in the University Library.
- Posting of the recipients’ names and biographies on a website maintained by the Division of Academic Affairs.
- Placement of a letter noting the award in the recipients’ Personnel Action Files.

4. AWARD SELECTION COMMITTEE

The Committee for the Provost’s Award for Excellence shall have a minimum of nine members, serving overlapping two-year terms. The Executive Committee of the Academic Senate shall select the members at the beginning of the fall quarter of each academic year.

The Executive Committee shall attempt to appoint one member from each of the colleges of the University: Agriculture, Business Administration, Education and Integrative Studies, Engineering, Environmental Design, Hospitality Management, Letters, Arts, and Social Sciences, Science, and one member from the related area constituency (librarians, counselors, and coaches). If there are no volunteers from a particular constituency, the Executive Committee may select a representative from another constituency. Former awardees also will be encouraged to serve on the Committee for a two-year term. The Associate Provost and the Associate Vice President for Research shall serve on the selection committee as voting members in an ex-officio capacity.

The chair of the committee shall be a faculty member elected by majority vote of the membership.

5. TIMELINE

The Committee for the Provost’s Awards for Excellence shall establish the timeline for the award process in the fall of each academic year. The Chair of the committee shall inform the academic community of nomination, application and award procedures and deadlines.

6. NOMINATIONS

Any interested person or organization (e.g., student, staff, faculty colleague, administrator, Alumni Association, etc.) may submit a nomination. Self-nominations will also be accepted. Nomination statements shall be submitted to the Provost’s Office and forwarded to the Committee.

7. SELECTION PROCEDURE

After receiving the nomination statements, the Committee for the Provost’s Award for Excellence shall invite all nominees to accept their nomination and provide materials identified as relevant for further consideration by the Committee. These materials are described in detail in the sections about each award. All materials must be submitted by the deadline and must conform to the guidelines above. Materials that do not meet these requirements will not be considered.

The Committee will be broken into three subcommittees, one for each award. The Committee Chair shall serve on all three subcommittees, the Associate Provost shall serve on the Teaching and Service subcommittees, and the Associate Vice President for Research shall serve on the Scholarly and Creative Activity Subcommittee. The remaining committee members shall serve on one subcommittee.

The subcommittees shall carefully analyze the nomination statement and the materials submitted by the nominees using the established criteria that have been developed for this purpose. Each subcommittee shall recommend a ranked set of finalists to the committee as a whole. In the event that none of the candidates meets



the high level of achievement expected for the award the subcommittee may chose not to recommend a set of finalists. The entire committee shall select the award recipients if any in each category by majority vote and forward the recommendations to the Provost.

Scholarly and Creative Activities Criteria Considered

All scholarly and creative activities are appropriate. "Scholarly activities" shall be defined as those that create and/or advance existing knowledge through systematic investigation and acquisition of data, analysis and interpretation of data, as well as public dissemination of novel knowledge through peer-reviewed publications and/or patents. Scholarly activities may involve basic, applied, or pedagogical research. "Creative activities" shall be defined as original contributions in the fine, performing, literary, graphic, and digital arts.

Criteria

Applications will be evaluated with respect to the following:

1. Research, scholarly, and/or creative accomplishments which may include:
 - a. Peer-reviewed publications juried presentations, or performances in refereed media
 - b. Other publications (books, chapters, articles), presentations, or performances in peer-recognized forums
 - c. Published teaching cases and/or instructional materials
 - d. Software developed for pedagogic or applied purposes
 - e. Patents

2. Overall impact/usefulness of the research, scholarly, or creative activity which may include:
 - a. Helping to improve the human condition and quality of life
 - b. Sustained and/or significant contributions to knowledge, practice, or pedagogy
 - c. Wide peer recognition (national and/or international) of the work as substantial, seminal, and scholarly
 - d. Demonstrated innovation

3. Importance to Cal Poly Pomona which may include:
 - a. Enhanced status of Cal Poly Pomona or its academic units
 - b. Significant grants and/or contracts, and/or fellowships received
 - c. Mentoring and facilitating the research, scholarly and/or creative activities of other faculty, staff, and/or students
 - d. Curriculum development and innovation in ways that are important to the discipline, industry, and/or practice

Required Materials

The Committee for the Provost’s Award for Excellence shall request all nominees to provide the following:

1. Personal statement about your research, scholarly, and creative activities (2pages, double spaced, 12 point font, 1 inch margins, specifically addressing award criteria)
2. A *curriculum vitae* on the approved form; no other version of the CV will be considered.
3. A list of relevant publications, patents, presentations, performances, etc., no more than 50 pages.
4. Three letters from individuals who are recognized in the nominee’s field of study, including two who are not employed by Cal Poly Pomona. These must be on letterhead and signed or they will not be considered.
5. Up to three letters from current or former students, faculty, or staff who can provide evidence of the importance to Cal Poly Pomona of the nominee’s work. Letters from faculty and staff must be on letterhead, students’ letters must include Bronco ID Number, and all letters must be signed or they will not be considered.

All materials must be submitted by the deadline and must conform to the guidelines above. Materials that do not meet these requirements will not be considered.

Criteria

Applications will be evaluated with respect to the following:

- Exemplary contributions to shared governance at any level (department, college and/or university)
- Valued activities that improve and/or benefit the University
- Significant service outside the classroom benefiting students, colleagues, and/or the University
- Noteworthy and widely recognized contributions to the larger professional community including specific professional societies
- Significant service as a representative of the University that improves and/or benefits the community at large

Required Materials

The Committee for the Provost’s Award for Excellence shall request all nominees to provide the following:

1. Personal statement about service activities, specifically addressing award criteria (2pages, double spaced, 12 point font, 1 inch margins)
2. A *curriculum vitae* on the approved form; no other version of the CV will be considered.
3. Relevant materials that provide evidence of the nominee’s excellence in service, no more than 50 pages.

4. Three letters from colleagues who can provide evidence of the nominee’s excellence in service. These must be on letterhead and signed or they will not be considered.
5. Up to three letters from current or former students who can provide evidence of the nominee’s excellence in service. These letters do not need to be on letterhead, but must be signed and include Bronco ID Number, or they will not be considered.

All materials must be submitted by the deadline and must conform to the guidelines above. Materials that do not meet these requirements will not be considered.

Criteria

Applications will be evaluated with respect to the following:

- Student performance and course improvement based on assessment of learning outcomes
- Demonstration of outstanding teaching performance as evidenced by analysis of student evaluations and peer observations of teaching
- Teaching methods, innovations, and evaluation of student performance that challenge students and contribute to student interest, enthusiasm, and achievement
- Evidence of currency in the discipline as reflected in course content
- Active involvement with students in educational and scholarly activities such as competitions, conferences, symposia, site visits, posters, publications, etc. outside the class
- Assisting and facilitating student learning outside the classroom environment
- Sustained and significant professional development as it relates to teaching
- Dissemination of information on the scholarship of teaching through publications, presentations, electronic media and workshops. Evidence of treating students with respect, evidence of being sensitive to cultural diversity and supportive of university educational equity goals

Required Materials

The Committee for the Provost’s Award for Excellence shall request all nominees to provide the following:

1. A *curriculum vitae* on the approved form; no other version of the CV will be considered.
2. A statement of teaching philosophy, specifically addressing award criteria (2pages, double spaced, 12 point font, 1 inch margins)
3. Relevant materials that provide evidence of the nominee’s excellence in teaching, no more than 50 pages.



4. Three letters from colleagues who can provide evidence of the nominee’s excellence in teaching. These must be on letterhead and signed or they will not be considered.
5. Up to three letters from current or former students who can provide evidence of the nominee’s excellence in teaching. These letters do not need to be on letterhead, but must be signed and include Bronco ID Number, or they will not be considered.

All materials must be submitted by the deadline and must conform to the guidelines above. Materials that do not meet these requirements will not be considered.