

**LONG ISLAND UNIVERSITY/C.W. POST CAMPUS
COLLEGE OF MANAGEMENT**

AWARDS AND RECOGNITION PROGRAM GUIDELINES

Objectives

Each year the College of Management, through its Awards and Recognition Committee (hereinafter referred to as the "Committee"), will consider applications to recognize faculty in the areas of teaching, research and service. These awards honor faculty for their outstanding achievements and serve to inspire faculty members to greater efforts for their professional development.

Awards

Each year one \$5,000 teaching award, one \$5,000 research award, and one \$5,000 service award will be offered to qualified candidates. The Committee, in its sole and absolute discretion, may suspend the granting of an award in one or more of the aforementioned categories to the extent that candidates do not meet the requisite awards criteria in any given academic year.

Eligibility

To be eligible for an award, all faculty candidates must be employed full-time at the College of Management during the Application Year.¹ Applications shall be made on behalf of the nominee by College of Management faculty or staff (self-nominations will not be accepted). Faculty members who are on leave or sabbatical during the Application Year are ineligible. Prior year award recipients shall remain ineligible, in all categories, for the subsequent two academic years.

Criteria For Selection

Though Committee members are not bound by any fixed criteria or decision rules for selection of award winners, a body of performance, with an emphasis on recent activities, shall be considered by the Committee. The following broad guidelines shall be considered in evaluating potential candidates:

Teaching Award

- Teaching effectiveness, as evidenced by student evaluations, peer evaluations, testimonial letters, and other feedback from students and colleagues;
- Innovation of teaching, as evidenced by pursuing new pedagogical approaches;
- Incorporation of newly developed knowledge, and relating classroom teaching to the real world;

¹ For purposes of this document, "Application Year" is defined as the current academic year for which an award is grantable.

- Ability to stimulate student learning or cognitive development (as opposed to just being popular with students).

Research Award²

- Research quality, as evidenced by journal status (rank in the area, impact factor, etc.), citations, leadership in the area, type of professional conferences, recognition, awards, etc.;
- Research quantity, as evidenced by the number of journal articles, publications, proceedings, presentations, etc.;
- Leadership in the candidate's area of expertise, including service as a referee, appointments to editorial boards, etc.

Service Award

- Commitment and efforts that directly or indirectly (through outside community and/or professional-related activities) benefit or enhance the university, college, department, and faculty, as evidenced by the number of committees served, amount of time devoted, significance of the committee work, leadership, contributions to the committee, and recommendations by other committee members;
- Participation in various university and college events, such as an open house, a recruitment program, etc.;
- The genuineness and productivity of the candidate's service should be emphasized.

Application Procedure

Nominations should be made using Form 1 - Faculty Awards and Recognition Nomination Form (see page 5). The completed form, signed by the nominator and acknowledged by the nominee, should be submitted to the Dean not later than 12 noon on November 1st of the Application Year.³ If you are applying for more than one award, complete a separate Form 1 for each category. Supplemental documents to be considered by the Committee must also accompany the executed nomination form. Nominees may withdraw their applications at any time prior to December 1st via written request to the Dean.

Supporting documents **may include, but are not limited to**, the following materials:

Teaching

- Teaching evaluations;
- Documents corroborating the effort of teaching innovation and improvement;

² To compensate for uncertain lead-time applicable to research work, editorial comments and acceptance letters issued by journal editors or conference discussants should also be considered (to the extent they are provided to the Committee).

³ Should November 1st fall on a weekend or holiday, the deadline for submission shall be extended to the next scheduled business day (12 noon).

- Other documents such as letters, recommendations, and comments from students and colleagues.

Research

- Published articles;
- Recognized documents indicating the quality of journals, proceedings, and conferences;
- Citations;
- Awards and similar documents received from professional organizations;
- Recommendations from reputable individuals in the area.

Service

- Documents describing the committee's work and its significance;
- Documents corroborating the applicant's contribution;
- Recommendations from responsible parties, i.e.; committee chairs, officers of outside organizations, etc.

Applicants must disclose any additional remuneration received (e.g.; release time, stipends, honoraria, grants, consulting fees, etc.) related to the items they include on Form 1. The Committee reserves the right to request additional documentation from a nominee in support of statements or assertions included on Form 1 and its related attachments. Failure to provide the requested information may result in the disqualification of the nominee for the Application Year in question.

The Committee shall report its recommendations to the Dean not later than February 15th of the Application Year.

Constitution of the Selection Committee

The Committee shall be initially comprised of seven members, each of whom shall serve a two-year term. During the program's inaugural year, the Dean shall appoint all seven positions. Beginning with the second year of the program, the Committee shall be expanded to include the previous year's award winners, thus increasing the number of potential Committee members to a maximum of 10. In making his appointments in the inaugural year and in each year thereafter, it is incumbent upon the Dean to designate a Committee chairperson for each two-year term and to (1) ensure that each discipline within the College of Management has representation on the Committee⁴ and (2) appoint one Outside Committee member⁵.

Presentation of Awards

⁴ The Dean must give due consideration to the mix of the Committee, including, but not limited to, those past award winners rotating on/off the Committee.

⁵ An Outside Committee member is defined as an individual currently serving on the College of Management's Board of Advisors. The Dean should exercise his best efforts to recruit such an individual. In the event the Dean is unsuccessful, or should the appointed individual be unable to serve, the Dean may, in the alternative, appoint a tenured faculty member from any discipline outside the College of Management.

Awards winners shall be notified by the Dean, in writing, not later than March 1st of the Application Year. Recipients will be publicly acknowledged before colleagues, students, family and friends at the Saturday awards function held during graduation weekend. Each winner will also receive an appropriately inscribed plaque and be recognized in a special section of the next regularly scheduled issue of CM News.

Confidentiality

Information about nominees, their related application materials and Committee deliberations is strictly confidential. Committee members are expressly precluded from disclosing any of the aforementioned information to non-committee members.

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COLLEGE OF MANAGEMENT

FACULTY AWARDS AND RECOGNITION NOMINATION FORM

(FORM 1)

INSTRUCTIONS: This form must be (1) signed by the nominator, (2) acknowledged by the nominee and (3) submitted to the Dean not later than November 1st of the Application Year.

Please consider the following College of Management faculty member for a faculty award (select only one category per Form 1):

Teaching Research Service

Name of Nominee _____ Department _____

Section A. Description

Please summarize below, or in an addendum, why the nominee should be considered. Provide the most objective evidence possible and feel free to attach supporting documentation consistent with those items described in the Program Guidelines.

Note for Business and Accounting Faculty: A Faculty Development Plan Annual Report may be attached in lieu of completing section A. Only the applicable section of the Annual Report (Teaching, Research, or Service) will be considered by the Committee.

Section B. Signature and Acknowledgement

Nominator Name _____ Department _____

Nominator Signature _____ Date _____

Nominee Acknowledgement

I have read the Awards and Recognition Program Guidelines, am eligible to participate in the Program, and hereby consent to be considered for the aforementioned College of Management faculty award.

I have ____ (please describe on the reverse side of this form) have not ____ received additional remuneration in connection with the items disclosed in this application.

Nominee Signature _____ Date _____