

## Faculty Award Nomination Review Process

**Final Approval:** July 15, 2019; *as amended March 18, 2020 for clarification purposes*

The Office of Academic Affairs has formed two standing faculty awards committees whose charge is to advocate for and endorse their fellow colleagues' recognition, review award nominations, and make a recommendation to the Chief Academic Officer (CAO) on who the recipient should be.

The Teaching Awards Committee is comprised of past faculty teaching award recipients and the Research Awards Committee is comprised of our Regents Professors. For a list of awards that are given annually, please refer our [Annual Faculty Awards Cycle](#). The committee's charge, and appointment of the Chair, are provided by the CAO and renewed bi-annually.

As award nominations may come from a variety of sources (ie: faculty, staff, students, alumni, etc.), it is necessary to establish a nomination review process. Only faculty members in "good standing" are eligible to receive award recognition. Therefore, faculty nominations require supervisory review. "Good standing" is defined as a faculty member who is regarded as having complied with all their explicit obligations, while not being subject to any form of sanction, suspension or disciplinary censure within the previous five years.

1. When a faculty member has been nominated for award recognition, the nomination is submitted to the appropriate internal entity identified in the call for nominations.
2. Upon receipt of a faculty nomination, the faculty awards committee Chair shall inform the Department Head of the nomination and inquire whether or not the faculty member is in good standing within the department. The Department Head only needs to respond with a yes or no answer.

If yes, the nomination proceeds to the CAO for further review.

If no, the nomination does not proceed any further in the review and selection process.

3. Once the Department Head has verified the faculty member's good standing\*, the nomination then moves on to the CAO who shall verify the faculty member's eligibility with the award criteria (years of service in rank, full-time status, etc.) and further confirms a faculty member's good standing.

\*Should the nominee be a Department Head, the CAO shall verify good standing. Should the nominee be the CAO, the Chief Operating Officer (COO) shall verify good standing as

well as verify eligibility with the award criteria. The applicable committee shall make their recommendation on the finalist to the COO in the event the CAO is one of the nominees.

4. All nominations that have met the good standing benchmark and award criteria shall be forwarded to the appropriate award committee to proceed with the review and selection process.
5. Each committee shall review nominations and make their finalist recommendation based on either a committee vote or by ranking the nominees (1=1st, 2=2nd, etc.).
6. When a ranking methodology is utilized, finalists will be chosen by:
  - That name which has the most 1st place rankings.
  - If there is a tie, or an unforeseen reason that the first place name cannot win, the award winner will be the person with the lowest cumulative rank score.

**Resources:**

Faculty Awards & Recognition:

[http://www.tamug.edu/AcademicAffairs/Faculty\\_Awards/index.html](http://www.tamug.edu/AcademicAffairs/Faculty_Awards/index.html)

[Annual Faculty Awards Cycle](#)

Teaching Award Nominations are sent to: [teachingawards@tamug.edu](mailto:teachingawards@tamug.edu)

Faculty Awards Coordinator: Executive Assistant to the CAO  
[bishopc@tamug.edu](mailto:bishopc@tamug.edu) or 409-740-4403