CNAS Awards Policy

Approved 12/08/2023 T. Jahnke

Overview: *CNAS annual awards include a certificate and recognition at the awards assembly.*

Awards include:

- The Atwood Faculty Research and Teaching Award: Criteria – academic performance, significant publications, and potential to positively influence student lives.
- CNAS Excellence in Teaching Award – one award for each rank: assistant, associate, full professors, instructor and two awards for any rank (up to 6 total)*
- CNAS Excellence in Research Faculty Award – two awards for junior faculty (assistant, associate ranks) and two awards for senior faculty (full professor) (up to 4 total)*
- CNAS Excellence in Service Faculty Award (up to 3 total)
- CNAS Excellence in Service Instructor Award (up to 2 total)
- CNAS Excellence Award for Staff and Administrative/Executive Assistants (up to 3 total)
- CNAS Student-selected Faculty Award (student nominated and selected)
- CNAS Inclusive Engagement Award – up to two awards for faculty, staff, and administrators*
- CNAS Excellence in Interdisciplinary Research Faculty Award – one award for faculty (open rank) (1 total)

****Note:** The CNAS Awards Committee reserves the right to change the number of awards given out to a particular rank of faculty in special cases. If this happens, the committee will provide written justification for the change to the Dean. The number of awards given will not exceed the total in each category. Examples of special cases include not enough applicants in a category, or a more meritorious candidate within a different faculty rank.

CNAS faculty and staff include (as of 10/31/2023): 99 full-time ranked faculty members (including 5 adjunct EGR professors from MS&T), 19 instructors and senior instructors, 28 staff members, and 13.5 administrative assistant staff.

Eligibility: All CNAS faculty and staff employed by Missouri State University are eligible for proposed awards. Past award winners may not be nominated for the same award for the following two years. Award winners are posted at the link below:

https://science.missouristate.edu/FacultyStaff/FacultyStaffAwards.htm

Nominating Body: Departmental faculty personnel committees should be the principal nominating body, other than department heads (DH) or academic unit leaders (AUL), and CNAS standing committees, such as the CNAS Inclusive Engagement Committee, as described below:

- Departmental faculty personnel committees may nominate up to two ranked faculty for each of the following awards — CNAS Excellence in Teaching, CNAS Excellence in Research, and CNAS Excellence in Service.
- Department faculty personnel committees may nominate up to 20% of total instructors in the department or one instructor (whichever is greater) for each award for instructors.
- Departmental faculty personnel committees may nominate one faculty member for the Atwood Faculty Research and Teaching Award.
- DHs or AULs may nominate one additional faculty member and one additional instructor per category.
- DHs or AULs may nominate staff based on outstanding ADP evaluations – each DH or AUL may nominate one. Faculty and staff may also nominate a staff member for outstanding work on a specific project.
- CNAS Inclusive Engagement Committee may nominate up to two individuals from eligible staff, faculty, and administrators
- Students will be given the opportunity to nominate faculty for CNAS Student-Faculty Awards. Nominations will be due by *the first Friday in April,* and a student committee will make recommendations for award winners.

Applicant Nomination Materials for Faculty Awards: Nominations (electronic only) should consist of an introductory statement, consisting of a few sentences describing why the individual was nominated, and then a bullet-formatted list of accomplishments related to and supporting the nomination. For the Atwood Award, accomplishments may include items from the entire time of employment at MSU, but for all other awards, accomplishments should have been accrued over the previous two years. Documentation is to be submitted electronically in either Word or PDF format. Examples of items to include in the bulleted list are indicated below. Nominations must include a copy of the faculty member's annual review(s) for the year (two, if for accrued accomplishments) that will be stored electronically in a password-protected site.

Applicant Nomination Materials for Staff Awards: Nominations (electronic only) should include an introductory statement, consisting of a few sentences describing why the individual was nominated, and then a bullet-formatted list of accomplishments related to and supporting the nomination. Documentation is to be submitted electronically in either Word or PDF format. A *minimum of two additional supporting letters* should be included (from faculty or staff members; a student letter may also be acceptable for one of the letters of support), as well as an electronic copy of the staff member's most recent ADP.

Important Dates: All nominations must be submitted to the Deans office on *the first Friday in April each year*. The CNAS awards committee then will make recommendations to the Dean for approval *within the next 12 business days*, for awards to be announced at an awards ceremony that will be held annually in the spring.

CNAS Awards Committees:
Student Committee – A subset of the current student advisory group.
Faculty Committee – Will be made up of faculty and staff, with some members serving two years for continuity. If a committee member is nominated for an award the committee member will not participate in the selection of the award.

Examples of items to be listed in the nomination materials:

Teaching

- Student evaluation scores: averages and range
- Number of undergraduate research students—paid and unpaid
- Number of graduate research students' primary advisor
- Number of graduate students – committee member only (not primary advisor)
- Teaching/advising workshops attended: name each
- Substantial revision of courses: name each
- New courses developed: name each
- Number of CNAS Undergraduate Research Day presentations
- Number of graduate student presentations
- List any teaching awards
- Number of advisees
- Special teaching activities that do not fit the list above such as: preparing students for contests, scheduling extra make-up labs, leading study groups or help sessions, taking students to conferences (not to present research as that should count under research), and leading field trips.
- Other (The above items are only suggestions. Please, feel free to add accomplishments to teaching that you think apply.)

Research

- Number of peer-reviewed journal articles published: give international, national, regional, state designations and the full title of article and journal (year, volume, and pagination)
- Please designate student co-authors
- Number of technical reports submitted (e.g., for contract or government work)
- Please designate who received the report
- Number of internal grants submitted/funded
- Number of external grant proposals submitted/funded (indicate $ amount funded)
- Number of conference presentations: provide information on venue (international, national, regional, state, or local)
- Please designate all student co-authors and presenters
- Number of invited research seminar presentations and where presentations were given
- List any research awards
- List any mentorships done
- List collaborations done at MSU or with outside agencies or institutions
- Other

Service

- Departmental Service
- College Service
- University Service
- Professional Service to your discipline
- Service to the community as it applies to your discipline
- In all cases list examples that show that this nominee is deserving of a service award.

- Other (examples might include manuscript reviews, advisory rolls, etc.)

Inclusive Engagement

- Outstanding committee work towards increasing inclusive engagement
- Outstanding service and outreach towards equity and inclusive engagement
- Recruitment for inclusive engagement
- Promoting an inclusive learning environment
- Creating an inclusive environment for teaching and research
- Development or implementation of innovative research or creative work to improve the CNAS and MSU climate of collegiality, regardless of race, ethnicity, gender, age, national origin, religion, disability, sexual orientation, socioeconomic status, education, marital status, language, veteran status, physical appearance, etc.

Interdisciplinary Research (new category)

The goal of this award is to recognize individuals involved in collaborative research efforts, where results reflect integration of ideas or knowledge from two or more disciplines, or for individuals who have shown leadership in promoting interdisciplinary research.

Selection criteria will include one or more of the following criteria:

- Integration of disciplines: Demonstrated seamless integration of concepts, methodologies, and theories from different disciplines, specifying how this integration has led to new insights or solutions.
- Collaborative effort: Level of collaboration between researchers from different disciplines within and outside MSU.
- Cross-disciplinary impact: Demonstrated impact on multiple fields of study or industries *via* research initiatives/projects.
- Published work: Quality, quantity and impact of published papers, articles, or books resulting from the interdisciplinary research.
- Funding: Demonstrated abilities to apply or secure funding and manage resources effectively to support interdisciplinary research projects.
- Outreach: Demonstrated efforts to engage with and inspire a broader community by conducting workshops, seminars, or public lectures related to the interdisciplinary research.
- Educational initiatives: Developed educational programs, courses, or materials that promote interdisciplinary thinking and research skills among students