Missouri State | COLLEGE of NATURAL AND APPLIED SCIENCES

CNAS Awards Policy

Approved 11/2021

Overview: *CNAS annual awards will 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 Diversity Award – up to two awards for faculty, staff, and administrators*

*__Note__ -The College Committee reserves the right to change the number of awards given out to a particular rank of faculty in special cases. If and when it happens, the committee will provide written justification for the change to the Dean. The number of awards given out will not exceed the total in a given category.

Examples of special cases would be:

- Not enough applicants in a given category
- A more meritorious candidate in a different faculty rank

CNAS faculty and staff include (as of 11/03/2021):

- 100 full-time ranked faculty members
- 25 instructors and senior instructors
- 38 staff
- 10 academic administrators

Eligibility: All CNAS faculty and staff employed by Missouri State University are eligible for the proposed awards. Past award winners may not be nominated for the same award for the following two years. All award winners are posted at http://science.missouristate.edu/facultystaffawards.htm

Nominations: Departmental faculty personnel committees should be the nominating body, other than departments head, as described below. Nominations should include accomplishments accrued over the previous two years and examples of what to include in the nomination letters are included at the end of this policy.

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.

Department heads may nominate one additional faculty member and one additional instructor per category.

Department heads may nominate staff based on outstanding ADP evaluations - each department head may nominate one. Faculty and staff may also nominate a staff member for outstanding work on a specific project.

Students will be given the opportunity to nominate faculty for CNAS Student-Faculty Awards. Nominations will be due by **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. Documentation is to be submitted electronically in either Word or PDF format. Examples of items to include in the bulleted list are listed 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 are due to the Deans office on the first Friday in April each year. The CNAS awards committee will make recommendations to the Dean within 12 business days, for awards to be announced at an award 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 given award.

Examples of items to be listed in the nomination materials:

Teaching

- Student evaluation scores: Averages and range
- # undergraduate research students—paid and unpaid
- # graduate research students' primary advisor
- # 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
- # CNAS Undergraduate Research Day presentations
- # Any graduate student presentations
- List any teaching awards
- # 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 session, 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

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

Diversity

- Outstanding committee work towards diversity
- Outstanding service and outreach towards equity, diversity, and inclusion
- Recruitment for diversity
- Promoting an inclusive learning environment
- Official/unofficial mentoring and advisement of diverse student groups to increase academic success
- Creating an inclusive environment for teaching and research
- Development or implementation of innovative research or creative work to improve the CNAS and MSU climate