



TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 10.25, TTUHSC President's Awards

PURPOSE: The purpose of this HSC Operating Policy and Procedure (HSC OP) is to establish the policy that governs the selection of recipients of the TTUHSC President's Awards.

REVIEW: This HSC OP will be reviewed on September 1 of every even-numbered year (ENY) by the Academics Council and the Provost, with recommendations for revisions forwarded to the President by November 1.

POLICY/PROCEDURE:

1. **General Policy.** Seven award categories will be included: President's Excellence in Teaching Award, President's Team Teaching Award, President's Excellence in Research Award, President's Early Career Investigator Award, President's Outstanding Clinician Award, President's Excellence in Community Engagement Award, and President's Award for Interprofessional Collaborative Practice. These awards will be scored according to a rubric and presented in accordance with the following criteria:
 - a. **President's Excellence in Teaching Award.** Recipients of this award will have sustained excellence in teaching at TTUHSC as demonstrated in student and peer evaluations and a strong commitment to the educational process, innovations, or originality in teaching.
 - b. **President's Team Teaching Award.** Two or more faculty recipients of this award will have created a course, new curriculum or program with an interactive learning environment in which students achieve a high level of synthesis and integration. Accomplishment must be supported by student and peer evaluations.
 - c. **President's Excellence in Research Award.** The recipients of this award will have recognized accomplishments in research/scholarship as demonstrated in original, high-impact publications, external funding, national/international peer recognition, and research awards for work accomplished at TTUHSC.
 - d. **President's Early Career Investigator Award.** Criteria eligibility for this award is limited to faculty members who are Assistant Professors (tenure track and non-tenure track) at the time of the nomination and have held this position for no more than eight years. Recipients will be individuals who exhibit exceptional potential as an independent investigator and have achieved substantial recognition for work accomplished at TTUHSC as judged by one or more of the following criteria: publication in peer-reviewed journals; creative work presented in nationally recognized venues; invited presentations at national meetings; peer-reviewed externally funded research projects, patents, patent applications and license agreements, and; other measures appropriate to the individuals discipline.
 - e. **President's Outstanding Clinician Award.** Recipients of this award will have demonstrated clinical acumen, professionalism, ethics, compassion for their patients, extraordinary communication skills, and mentoring as evidenced through patient satisfaction surveys, department chair evaluations as well as student/resident evaluations for work accomplished at TTUHSC.
 - f. **President's Excellence in Community Engagement Award.** The recipient of this award will have a history of demonstrated exceptional service and devotion to their larger communities (local, regional/state, national, and global) while a faculty member at TTUHSC. This will include volunteerism in community service and outreach.

- g. **President's Award for Interprofessional Collaborative Practice.** Recipients of this award will have recognized accomplishments in interprofessional teamwork as demonstrated through a collaborative project across Schools that demonstrate interprofessional teamwork yielding positive outcomes for participants (students, patients, and/or community members) in educational, clinical, or research areas at TTUHSC.
2. **Administration of Program.** Administrative oversight of the call for nominations, receipt of applications, and review of applications will be handled by the TTUHSC Faculty Senate. The Awards Ceremony program will be coordinated by the Office of the President.
3. **Description of Awards.** The awards will be presented in the form of a framed certificate, an engraved medallion, and a monetary award.
4. **Instructions and Procedures for Applications.** The process for review of President's Award applications includes the following steps.
 - a. The Faculty Senate will call for nominations for faculty awards by **April 15** each year.
 - b. Candidates for awards may apply or be nominated by a faculty committee, individual faculty member, department chair, dean, staff, or student for consideration.
 - c. Nominations are submitted electronically at <https://app4.ttuhsu.edu/facultynominations/>.
 - d. To make a nomination, upload the following required documents:
 1. **Cover Letter** (1-2 pages) – Briefly summarize the nominee's major qualifications for the award, including achievements that may or may not be part of the criteria or rubric for the specific award found at <https://app4.ttuhsu.edu/facultynominations/>.
 2. **Full CV** – A current CV using the format for tenure and promotion is required for each nominee. Applications submitted without the required CV will not be considered.
 - e. Nominations must be uploaded and submitted electronically via the awards link: <https://app4.ttuhsu.edu/facultynominations/> on or before **June 15** each year.

 Application materials for the President's Awards will be forwarded to the Chair of the TTUHSC Faculty Senate Faculty Awards Task Force. The Faculty Awards Review Task Force of the Faculty Senate will consist of members of the Faculty Senate Awards Task Force, Faculty Senate Awards Task Force Chair, and one faculty representative from each of the schools, appointed by the respective Deans.
 - f. Using a standardized rubric, each application will be reviewed and scored according to the following process:
 1. Prior to the committee meeting, each nominee will be reviewed by a primary reviewer and secondary reviewer. Reviewers will apply standardized rubrics to generate a numerical score and assign a recommendation category (fully recommend, partially recommend, or do not recommend).
 2. At the committee meeting, the Recommendation Category and Rubric scores will be compared for all nominees to identify the top candidates for each award category.
 3. Candidates will be presented by the primary and secondary reviewers, and then discussed by the group.
 4. Committee members will each cast a vote for the candidate they feel is most deserving of the award. The committee chair will not cast a vote except to break a tie. The candidate with the majority of votes will be recommended to the TTUHSC President for consideration as the award recipient, after final approval of the candidate by the dean of their school, to ensure current compliance and good standing.
 5. Results of committee deliberations will be conveyed to the TTUHSC President by

August 15. In addition to a summary list of the top-recommended candidates for each award, the report should include a spreadsheet of all rubric scores and vote results. The committee chair shall be prepared to provide the President with copies of all nomination materials and completed rubrics for reference.

6. In the absence of a qualified nomination, an award may not be given.
7. Nominations and committee deliberations shall be destroyed after the awards convocation

g. The President's Office will notify each applicant regarding the outcomes of the selection process by **September 15** each year.

5. **Conferring Awards Ceremony.** The Conferring Awards Ceremony is held annually by mid-November and coordinated by the Office of the President.