



## Excellence in Teaching, Research and Service Award - Policy & Procedures

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### 1.0 Purpose

- 1.1 The AUIB Excellence in Teaching Award recognizes and honors exceptional teaching performance by one faculty member who has demonstrated continued excellence to the education and intellectual development of students. This award serves as a testament to the university's commitment to excellence in teaching and its appreciation for the contributions made by outstanding educators.
- 1.2 The AUIB Excellence in Research Award recognizes, and honors exceptional research performed by one faculty member who has exhibited the highest quality continued scholarly achievement through research.
- 1.3 The AUIB Excellence in Service Award recognizes, and honors exceptional service performed by one faculty member who has exhibited the highest degree of continue service through involvement in administrative and student-support activities that advance and enhance the mission of AUIB.

### 2.0 Scope

- 2.1 The Excellence in Teaching Award is open to all AUIB faculty, who at the time of nomination, have served in a full-time capacity with at least two years of service at AUIB.
- 2.2 The Excellence in Research Award is open to all AUIB faculty, who at the time of nomination, have served in a full-time capacity and have been conducting research at AUIB for two years.
- 2.3 The Excellence in Service Award is open to all AUIB faculty, who at the time of nomination, must have one year of service at AUIB.

### 3.0 Definitions

- 3.1 Excellence in Teaching Award - will be presented annually to one AUIB faculty member who has exhibited continued excellence in teaching and sustained contributions to the intellectual development of AUIB students.



- 3.2 Excellence in Research Award - will be presented annually to one AUIB faculty member who has exhibited the highest quality continued scholarly achievement through research.
- 3.3 Excellence in Service Award - will be presented annually to one faculty member who has exhibited the highest degree of continued service through involvement administrative and student-support activities that advance and enhance the mission of AUIB.
- 3.4 Department head - the administrator appointed to lead a college department. In the event of no department head, the college dean will be responsible for all department head actions.

#### **4.0 Policy**

##### **Description**

- 4.1 The Excellence in Teaching award, established in 2024, is intended to annually recognize, encourage, and reward an individual faculty member at AUIB who have had a demonstrable impact on their students and/or who have made a significant contribution to the art of teaching and counseling students.
- 4.2 The Excellence in Research award, established in 2024, is intended to annually recognize, encourage, and reward an individual faculty member at AUIB who has exhibited the highest quality continued scholarly achievement through research.
- 4.3 The Excellence in Service award, established in 2024, is intended to annually recognize, encourage, and reward an individual faculty member at AUIB who has exhibited the highest degree of continued service through involvement in administrative and student-support activities that advance and enhance the mission of AUIB.
- 4.4 Each award will consist of a significant cash award to the annual winner. Perennial displays of each award recipient will be placed in a public location.

##### **Qualifications**

- 4.5 Excellence in Teaching
  - 4.5.1 Four criteria of special relevance to the award's purpose will be used in evaluating candidates for the award.
  - 4.5.2 Effectiveness in teaching through the academic environment, curriculum, and mentoring roles outside the classroom.
  - 4.5.3 Demonstrated performance in stimulating a love of learning and in motivating and enabling students to learn.



- 4.5.4 Contributions in developing and applying innovative methods of teaching to achieve these aims.
- 4.5.5 Commitment to new teaching pedagogy and development of skills among teaching peers.
- 4.6 Excellence in Research
  - 4.6.1 Demonstrated meaningful results through original research and publication.
  - 4.6.2 Significantly increased the body of knowledge in their field of scholarship and have furthered the accomplishments of AUIB's mission by assisting in the intellectual development of AUIB's students.
- 4.7 Excellence in Service
  - 4.7.1 Enhanced the AUIB mission through extraordinary College, University, or Student focused service.

#### **Eligibility**

- 4.8 Any AUIB faculty member who at the time of nomination, meets the following criteria is eligible for the Excellence in Teaching, Research and Service Awards:
  - Hold a full-time AUIB faculty appointment,
  - Be in good standing with the university and have no active disciplinary actions or sanctions and
  - Has completed a minimum of two (2) years of continuous service in a faculty appointment to be eligible for the Excellence in Teaching Award or the Excellence in Research Award, or
  - Has completed a minimum of one (1) year of continuous service at AUIB for the Excellence in Service Award.
- 4.9 Individuals who have received these awards are ineligible for consideration for the individual award during the subsequent four (4) academic years.

#### **Selection Procedures**

- 4.10 Guided by the criteria and eligibility in 4.2 to 4.3 above, the following procedure will be used in selecting the recipient of the award.
  - 4.10.1 Each department head normally should nominate one qualified faculty member for this award. Department heads will prepare material to support



their nominees, using the format in associated award procedures. An electronic version of the nomination is required. Should no faculty member in the department be nominated, a negative report will be submitted.

- 4.10.2 College Deans will review their college and department nominees and supply an appropriate endorsement without ranking to the VPAA.
- 4.10.3 Each committee will select a committee chair from within.
- 4.10.4 The AUIB Excellence in Teaching Award committee, nominated by the Dean and recommended by the Faculty Senate and established by the VPAA, will review each nominee's qualifications and any supporting documentation.
- 4.10.5 The AUIB Excellence in Research Award committee, nominated by the Dean and recommended by the faculty senate and established by the VPAA, will review nominee's qualifications and any supporting documentation.
- 4.10.6 The AUIB Excellence in Service Award committee, nominated by the Dean and recommended by the faculty senate and established by the VPAA, will review the nominee's qualifications and any supporting documentation.
- 4.10.7 Each committee member will construct an assessment of each nominee. Following committee discussions, the committee's assessments will be forwarded to the VPAA.
- 4.10.8 Committee members will meet with the VPAA to discuss the nominees to identify the awardee and the highest performing nominated faculty by college.
- 4.10.9 Final selection of the AUIB Excellence in Teaching, Research, and Service awardee is by the VPAA.

#### **Action**

- 4.11 College Deans will:
  - 4.11.1 Ensure that faculty members of their colleges are aware of these awards.
  - 4.11.2 Endorse and forward all departmental nominees for these awards.
  - 4.11.3 Nominate prospective members for the selection committee to the VPAA via the Faculty Senate.



4.12 Department Heads will:

- 4.12.1 Establish procedures for the selection of departmental nominees for these awards.
- 4.12.2 Prepare and submit nominations for these awards, including negative reports if there are no nominations.

4.13 Vice President for Academic Affairs will:

- 4.13.1 Convene a selection committee consisting of faculty at the recommendation of Faculty Senate, with chairs per paragraph 4.4.1.
- 4.13.2 Review the selection committee's recommendations and select the AUIB Excellence in Teaching, Research and award winners.
- 4.13.3 Coordinate with Vice President for Administration and Finance for the creation of the individual and sustaining plaque and monetary AUIB Excellence in Teaching, Research and Service awards, and certificates for highest performing college nominee for each separate award.
- 4.13.4 Coordinate an appropriate annual award ceremony in recognition of the AUIB Excellence in Teaching, Research and Service awardees and the highest performing college nominee for each separate award.

**Selection Committee**

- 4.14 In the spring of the year, the AUIB Excellence in Teaching, Research, and Service Award Selection Committees shall be responsible for reviewing nominations and providing ranked recommendations of the annual awardees to the VPAA based on the qualifications and eligibility criteria outlined in paragraphs 4.2 and 4.3 above.
- 4.15 The selection committee shall also identify the Excellence in Teaching, Research and Service awardee at the college level as the highest performing nominee within the college.

**5.0 Procedures**

**Excellence in Teaching Award Procedure**

- 5.1 Nominations for the AUIB Excellence in Teaching Award will be submitted using the following form:



## STATEMENT OF QUALIFICATIONS

1. Name:
2. College, Department, and Date Reported to AUIB:
3. Academic Rank:
4. Education (degrees, date, institutions):
5. Years Teaching Experience (AUIB/ total):
6. Courses Taught (previous three years):

ACADEMIC YEAR	SEMESTER	COURSE TITLE & CREDITS	NUMBER OF SECTIONS
2023/24	Spring	Foundations of Learning, (TLD102, 3)	2

- 5.2 The candidate should provide information that will allow the committee to evaluate their sustained ability to inspire students to high levels of academic accomplishment and to improve the level of classroom instruction at AUIB.
- 5.3 Though not required, evidence to support the candidate's statements can be included in an accompanying Teaching Portfolio (limited to a single binder or equivalent).
- Provide a teaching statement. This can include a teaching philosophy and/or description of the candidate's approach to teaching. Please include reflections that help explain, contextualize, and highlight information related to the candidate's ability to inspire students to high levels of academic accomplishment and to improve the level of classroom instruction at the AUIB. If relevant, reflections on student feedback forms or other sources of student input should be included.
  - Provide evidence of teaching ability, including examples of classroom vitality and ability to excite and educate students.
  - Describe contributions to classroom pedagogy, curriculum development and/or teaching and learning scholarship.
  - Describe contributions to the intellectual development of students, inside and outside the classroom.
  - Provide a statement on the impact of the candidate's teaching contributions to AUIB.



- Include a complete curriculum vitae.
- If the nominee is selected, a statement for the award selection announcement will need to be submitted (limit to 200 words).
- In addition to the package addressing the topics above, the nomination packet should include one copy of all student feedback forms for the past six semesters.
- Teaching Portfolios are allowed but not required. Limited to a single binder or equivalent.

### **Excellence in Research Award Procedure**

- 5.5 Nominations for the AUIB Excellence in Research Award will be submitted using the following form:

#### STATEMENT OF QUALIFICATIONS

1. Name: College, Department, and Date Reported to AUIB:
2. Academic Rank:
3. Education (degrees, date, institutions):
4. Years Research Experience (AUIB/ total):
5. Research Sponsors (previous two years):
6. Student research involvement:
7. Publications (previous two years):
8. Professional involvement:
9. Impact and value of research and honors received:
10. Any letters of support, from internal or external peer groups:
11. Statement for announcement if nominee is selected:

### **Excellence in Service Award Procedure**

- 5.6 Nominations for the AUIB Excellence in Service Award will be submitted using the following form:

#### STATEMENT OF QUALIFICATIONS

1. Name:
2. College, Department, and Date Reported to AUIB:
3. Academic Rank:
4. Education (degrees, date, institutions):
5. Nature of service(s): (specific actions taken for the last year; length of time dedicated to each action, level of responsibility, results of the activity, impact on AUIB).
6. Comment on nominee's execution of the regular and ordinary faculty responsibilities such as advising and submission of academic reports:
7. Teaching and research responsibilities:



8. Participation in related activities outside of AUIB
9. Personal attributes and honors received:
10. Value to AUIB:
11. Statement for announcement if nominee is selected:

**Related Policies and Documents**

Faculty Recognition and Awards