

**PURDUE UNIVERSITY FORT WAYNE**  
2101 Coliseum Boulevard East  
Fort Wayne, Indiana 46805-1499

**MEMORANDUM**

**Assembly Document 90-1**

*(approved November 12, 1989)*  
*(amended January 27, 1992)*  
*(amended March 24, 1997)*  
*(amended December 4, 2006)*  
*(amended March 1, 2010)*  
*(revised April 30, 2018)*

**TO:** Full-time Faculty in College of Engineering, Technology, and Computer Science

**FROM:** Faculty Affairs Committee

**SUBJECT:** College Awards for Excellence in Teaching, Service or Research

**DATE:** March 1, 2010

These awards will be given annually to a maximum of three faculty members in the College of Engineering, Technology, and Computer Science.

I. Purpose of Award

The purpose of the award is to honor faculty members for excellence in teaching performance, excellence in service and/or excellence in research.

II. Procedure for Making Nominations

- A. Announcement of awards nomination procedure and criteria for selection shall be distributed by the Faculty Affairs Committee to all eligible full-time faculty members not later than March 1st of the year of the award.
- B. Any full-time faculty member of any rank may be nominated by him/herself or a faculty nominator subject to the approval of the nominee.
- C. The nomination shall be submitted to the Chair of the Assembly or designated alternate of the Awards Selection Committee not later than the 3rd Friday in March of the year of the award.

- D. The nomination package shall consist of:
1. A cover sheet stating the nominee's name, rank, and department, and the award nomination category.
  2. A one page summary of the nominee's qualifications and achievements.
  3. Section I, General Information from the current Annual Faculty Review (AFR) or as prepared by the applicant.
  4. Also, one of the following sections from the most current AFR (Section II, Teaching; Section III, Research, Scholarship, and/or Creative Endeavor; or Section IV, Service) or as prepared by the applicant.
  5. Up to three additional pages of supporting documents. These documents may give evidence of excellence in the chosen category for the current year and the previous two years.
  6. Send six copies of your nominations to the Chair of the Assembly, or designated alternate.
- E. There are no departmental quotas regarding the number of nominations which may be forwarded.
- F. Previous recipients of an award are not eligible for nomination in that category for three years after receiving award.

### III. Criteria for Selection

- A. Nominee's effectiveness will be judged from among the following criteria, and any specific departmental policies on excellence:
1. Excellence in Teaching
    - a. Instructional effectiveness
    - b. Course instruction improvement and innovation
    - c. Academic counseling - formal and informal
    - d. Participation in committees related to undergraduate education
    - e. Serving as advisor to student organizations
    - f. Variety of courses taught
    - g. Contribution of nominee's research and/or scholarly endeavor to his/her teaching assignments.
    - h. Any other relevant information

2. Excellence in Research

- a. Proposals and/or applied research funding
- b. Publications
- c. Production publication, exhibition of creative works and performances
- d. Lectures, papers, speeches presented at professional meetings or educational institutions
- e. Institutes, workshops, and other programs attended
- f. Evidence of national and international recognition
- g. Research and/or creative endeavor in progress
- h. Third party qualitative and evaluative comments on the nominee's research and/or creative endeavors

3. Excellence in Service

- a. University service
- b. Service to the nominee's profession
- c. Continuing education
- d. Community service
- e. Third party qualitative and evaluative comments on the nominee's service
- f. ETCS Policy on the Evaluation and Reward of Faculty Service as required by Senate Document SD 88-4

IV. Selection Process

- A. The Awards Selection Committee shall consist of five full time faculty members from the College. Each academic department shall be represented on the committee. The department representative must be elected by his/her department and serve for his/her rotating three year term.

The Chair of the Assembly shall be an ex officio and non-voting member of the committee. The committee shall elect a chair from among the five voting members.

When any current member of the Awards Selection Committee is nominated for an excellence award in a given year, the member shall not serve on the committee that year and must inform the Chair of the Assembly by March 1<sup>st</sup>. The Chair of the Assembly will ask the member's department to elect a replacement (full time faculty) and forward the replacement's name to him/her by the 3<sup>rd</sup> Friday of March.

If the Chair of the Assembly is nominated for an excellence award, the Vice Chair will serve as the non-voting member. When both the Chair and Vice Chair of the Assembly are nominated for an excellence award, the Chair of the Faculty Affairs Committee will serve as the non-voting member.

Final determination of the recipients is to be made by the Awards Selection Committee not later than the end of the second week of April. The selection committee may, at their discretion, choose not to grant some of the awards.

The committee must submit a summary report to the Assembly outlining the accomplishments of the recipients based on the selection criteria. The report letter shall be posted on the college website.

- B. The Chair of the Assembly will announce the name(s) of the recipient(s) by April 30.

<b>Approving:</b>	<b>Hosni Abu-Mulaweh</b>	<b>Hongli Luo</b>
	<b>Mohammad Alhassan</b>	<b>Reynald Pablo</b>
	<b>Bob Curia</b>	<b>Michelle Parker</b>
	<b>Barry Dupen</b>	<b>Gyorgy Petruska</b>
	<b>Abdullah Eroglu</b>	<b>Lubomir Stanchev</b>
	<b>Iskandar Hack</b>	<b>Deandra Travis</b>
	<b>Matt Kubik</b>	<b>Guoping Wang</b>
	<b>David Liu</b>	

**Absent: Bongsu Kang**