SON OP: 20.100 Faculty Development Awards Policy

PURPOSE: This policy outlines the processes and procedures for the nomination and selection of recipients for the Faculty Development Awards of the School of Nursing. The eight (8) award categories are open to all nursing faculty in the School of Nursing.

REVIEW: This section of the handbook shall be reviewed by the Dean and Faculty Council by September 1st on odd-numbered years.

POLICY/PROCEDURE

In Collaboration with the Dean, Faculty Council is responsible for initiating, implementing the faculty development awards process for the SON, and publicizing award nominees and recipients in TTUHSC publications, e.g., Annual Reports, and community announcements (marketing).

PROCESS FOR SUBMISSION:
The Nomination process will open every year on January 15th at 08:00 AM and close March 15th at midnight.

1. Faculty must be nominated by a peer.
2. Members of the Faculty Council are not eligible for nomination during their committee tenure.
3. A faculty member may be nominated for only one award per year.
4. A faculty member may not receive an award in the same category more than once within a three year period.
5. The faculty member’s scholarly work/activity that illustrates having met the award criteria must have been accomplished while employed at Texas Tech University Health Sciences Center School of Nursing within the past three years.
6. Nomination and supporting documentation shall be submitted electronically in PDF form to the Chair of the Faculty Awards Task Force or designee.
7. Documentation is limited to ten (10) pages. The 10 pages include the following:
   a. Nomination Form
   b. Nomination letter that summarizes how the criteria are met.
   c. Supporting Documents to illustrate how the criteria were met
   d. Letters of support. A letter of support from the appropriate department chair is encouraged.
   e. A curriculum Vitae. (Note: The curriculum Vitae is not included in page total).
8. Any submission that exceeds the ten (10) page limit will be deemed ineligible.

PROCESS FOR SELECTION:

1. Faculty Council will delegate a Faculty Council member on a yearly basis to be Chair of the Faculty Awards Task Force. The Faculty Awards chair will ask for members from TTUHSCSON to be members of the Task Force. The Task Force will be compromised of:
   a. Eight (8) SON faculty who represent the numerous regions and programs within the SON.
2. Faculty Awards Task Force members will review all nominations and select recipients for each Faculty Development Award.
3. Nominees will not be allowed to participate in the selection process.
4. If funds are available award recipients may receive faculty development money, which can be used to support a variety of needs as outlined by the Office of Business and Finance in the School of Nursing.
5. If funds are available, the dollar value of awards is determined on an annual basis in consideration of available funds and in consultation with the Dean.
6. SON Faculty award recipients will have full support of the SON and be forwarded by the Faculty Council for nomination to the TTUHSC President’s award.

PROCESS FOR TTUHSC President’s Awards Nominations:

1. The process for the TTUHSC President’s Awards will follow HSC OP 10.25
2. The Faculty Council will facilitate the process by prompting faculty to participate in the nomination process and recommending selected School of Nursing’s Faculty Development Award Candidates to pursue the TTUHSC President’s Awards.
3. To increase the validity of the nomination, faculty who are nominated for the TTUHSC President’s Awards are highly encouraged to seek letters of support from the dean and/or department chair.

FAC: sh
09-15-08
Revised/Adopted: 01-25-10
Revised 2-25-10 CA/LB/mah
Revised EH/DO/RB: 8/4/2015
## Timelines for Faculty Development Awards

<table>
<thead>
<tr>
<th>Time Frame</th>
<th>FC and Chair of Faculty Awards Task Force Responsibility</th>
<th>Nominator/Nominee Responsibility</th>
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<tr>
<td><strong>Fall semester</strong></td>
<td>Chair of Faculty Council will assign a Faculty Council member to the role of Chair of Faculty Awards Task Force. Chair of Faculty Awards Task Force will review the awards process, policy, awards available and timeline.</td>
<td>If nominating a colleague, please collaborate with that individual to secure relevant data for the portfolio.</td>
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<tr>
<td><strong>Spring Semester</strong></td>
<td>The Chair of the Faculty awards Task Force will email the SON faculty regarding award availability and due date for completed nomination portfolios. Faculty awards Task Force chair will invite members from the SON to participate on the Task Force as an unbiased voting member. Task Force will consist of members from the SON who have not served as a reviewer in the past three years. Faculty Awards Task Force will review completed nomination packets and determine recommended award recipients at the April Faculty Council meeting. Faculty Awards Task Force chair will forward the recommended awards recipient’s to the Faculty Council Chair who will forward the recommended recipient’s list to the Dean of the School of Nursing whose office will notify all nominees of the outcome of the awards process by April 15th. Collaborate with marketing staff to publicize award recipients in TTUHSC publications, e.g., Annual Reports, and community announcements.</td>
<td>Submit completed portfolios, in the appropriate format, to the Chair of the Faculty Council or designee by midnight on March 15th.</td>
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<tr>
<td><strong>President’s Awards</strong></td>
<td>Faculty Council will send all appropriate award recipients names and appropriate packets for the nomination process of President’s Awards.</td>
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Adopted: FAC-05/2004  
Revised: MAH/LB.sh 8-20-08  
Revised: SA 07-20-09;tw  
Revised/Adopted 01-04-10; 1-25-2010  
Revised: CA/LB/mah 2/25/2011
TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER
SCHOOL OF NURSING
Attachment B
FACULTY DEVELOPMENT AWARDS

1. EXCEPTIONAL TEACHING AWARD

- Demonstrates a creative approach to meeting the needs of students in a variety of settings (Simulation, clinical, didactic, and online).
- Implements theoretical and practical strategies to create a dynamic learning environment appropriate to the venue and content.
- Develops strategies to meet the needs of diverse learners.
- Uses communication strategies that engender enthusiasm for teaching, learning, and nursing in order to inspire and motivate students.
- Demonstrates innovation in the creation and delivery of nursing curricula.
- Demonstrates qualities of a passionate educator: integrity, courage, perseverance, vitality and creativity.
- Provides active service to TTUHSC SON.

Three awards will be presented each year: one (1)-traditional; one (1)- non-traditional; one (1) graduate. Only one recipient of the teaching award will be considered for the President’s Teaching award.

2. COMMUNITY ENGAGEMENT AWARD

- Demonstrates exceptional service through networks and collaborations within their larger communities.
- Engages in volunteerism and community outreach to improve the lives of others.
- Inspires others to serve and acts as a role model.
- Positively impacts the direction and success of community based projects, programs, or individuals.
- Integrates the values of respect, collegiality, professionalism, and caring in building a climate that fosters an awareness in the learner and educator for community advocacy.

3. NOVICE INVESTIGATOR AWARD

(Criteria-eligibility is limited to faculty members who are Assistant Professors (tenure track and non-tenure track) at the time of nomination and have held this position for no more than eight years)

- Exhibit exceptional potential as an independent investigator, and have achieved substantial recognition for work done 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.
  - Other measures appropriate to Nursing.

4. RESEARCH ACHIEVEMENT AWARD

(Criteria-eligibility is limited to faculty members who are Assistant Professors (tenure track and non-tenure track) at the time of nomination and have held this position for more than eight years)

- Will have recognized accomplishments in research/scholarship.
- Demonstrates original, high-impact publications, external funding, and national/international peer recognition and research awards.
- Demonstrates a commitment to scientific inquiry that advances nursing practice, shapes health policy and impacts healthcare.
- Research is relevant to health and illness processes that can be translated into practice.
5. DISTINGUISHED CLINICIAN AWARD

- Demonstrated clinical expertise, professionalism, ethics, and compassion for their patients.
- Demonstrate extraordinary communications skills, and mentoring as evidenced through patient satisfaction surveys, supervisor evaluations, as well as student/resident evaluations.
- Demonstrates clinical competence in the practice setting.

6. NOVICE FACULTY AWARD

- Less than 3 years as a nurse educator.
- Demonstrates a passion for learning the teaching role.
- Provides active service to TTUSHC SON
- Enthusiastically fosters student engagement in learning the professional nursing role.

7. INTERPROFESSIONAL AWARD

- Interprofessional activity is patient-centered and reflects a shared purpose to support a safer more efficient and effective system of care.
- Demonstrates effective coordination and collaboration of each profession’s expertise and capabilities to provide patient-centered care.
- Demonstrates the use of effective communication tools and techniques.
- Engages other health professionals in shared patient-centered problem-solving.

8. TEAM TEACHING AWARD

- Team consists of two or more instructors teaching in the same course/level.
- The team demonstrates a sharing of responsibilities and philosophies for planning and teaching all material.
- Team provides cohesive feedback to students.
- Student evaluations demonstrate cohesion in meeting course objectives.

FAC-05/2004
Revised/Adopted FAC:sh: 01-04-09; 1-25-2010
Revised EH/DO/RB: 8/4/2015
Recipients of a Faculty Development Award make significant contributions to the TTUHSC School of Nursing and meet or exceed the criteria for a designated Faculty Development Award (criteria attached).

Name of Nominee: ________________________________________________________________

Telephone: _____________________ E-mail address: __________________________________

Rank of Nominee (check one):
_____ Professor
_____ Associate Professor
_____ Assistant Professor
_____ Instructor

Number of years at present rank: __________

Number of years at TTUHSC: __________

Indicate Faculty Development Award with an X:

- Exceptional Teaching Award
- Community Engagement
- Distinguished Clinician
- Novice Investigator
- Interprofessional Award
- Novice Faculty
- Team Teaching
- Research Achievement

Required material for nomination in order of presentation (10 page limit, not including CV):

- Completed nomination form (this form)
- Cover letter from the nominator containing detailed highlights of the nature of the nominee’s exceptional contribution to the criteria for the award (not to exceed 2 pages)
- Supporting Documents to illustrate how criteria were met.
- Supporting letters addressed to the Chair of Faculty Council, for example, peers, community leaders, current and past students, and department chair.
- Nominee’s curriculum vitae (does not count in 10 page limit)