Operating Policy and Procedure

SON OP: 20.101 DAISY Extraordinary Faculty Award

PURPOSE: This policy outlines the processes and procedures for the nomination and selection of recipients for the DAISY Extraordinary Faculty Award of the School of Nursing.

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

POLICY/PROCEDURE
In collaboration with the Dean of Nursing, Faculty Council is responsible for initiating and implementing the DAISY Extraordinary Faculty Award process for the School of Nursing, and publicizing award nominees and recipient in TTUHSC publications; e.g., Annual Reports, and community announcements (Marketing).

PROCESS FOR SUBMISSION
The purpose of the award is to provide international recognition to faculty for their extraordinary caring and compassionate service and inspirational influence on students and the academic institution where they teach. The nomination process opens every year on November 15th at 8 AM and closes February 15th at midnight.

1. Faculty members who have a minimum of three (3) years of full-time service in the School of Nursing may be nominated by faculty colleagues, staff, or students. Faculty members who have less than three (3) years of full-time service in the School of Nursing are not eligible for the award.
2. Faculty Council members may be nominated for the award if they are not currently serving on the DAISY Extraordinary Faculty Award Task Force.
3. Nomination and supportive documentation shall be submitted electronically in PDF format through the School of Nursing Faculty Awards website. The following shall be submitted:
   a. Nomination form that includes the nominator's name, nominee's name, and the nominator's detailed responses to each criterion (See next section for process of selection
   b. Two (2) letters of support. Letters of support may be obtained from the dean, associate dean, faculty, staff, or students. Supporting letters are limited to two (2) pages.
   c. The nominee's curriculum vitae (CV). Nominators should communicate with nominees to obtain the necessary information to respond to each criterion and obtain the CV.
   d. Any submission that does not include two (2) letters of support or exceeds two (2) pages for each letter or a CV is not included will be deemed ineligible. Task Force will not review any nomination packet with the required components missing.

PROCESS FOR SELECTION
1. The Chair-elect of Faculty Council serves as the Chair of the DAISY Extraordinary Faculty Award Task Force and maintains oversight of the award selection process.
2. The DAISY Extraordinary Faculty Award Task Force Chair will ask for volunteers to serve on the TTUHSCSON to serve on the DAISY Extraordinary Faculty Award Task Force. The Task Force will be comprised of eight (8) SON faculty members who represent the Traditional Undergraduate Program, Non-Traditional Undergraduate Programs, Graduate Leadership Programs, and APRN Programs from the various and campuses and regions in addition to the Task Force Chair.
3. Task Force members must not have submitted a current nomination or be a potential nominee for the award. Nominees and nominators will not be allowed to participate in the selection process.

4. All Task Force members will participate in the evaluation of nomination packets. There will be no abstentions.

5. Task Force members will evaluate each criterion in the nomination packet on a 1 to 5 Likert scale (1 = Poor, 2 = Below average, 3 = Average, 4 = Good, 5 = Extraordinary). A total mean will be obtained for each nomination packet by the Task Force. The nomination packet with the highest mean will identify the recipient of the award.

6. Task Force Chair will present the results to the Faculty Council Chair and Faculty Council. The Faculty Council Chair will communicate the name of the award recipient to the Dean of Nursing and DAISY Foundation.

7. The DAISY Extraordinary Faculty Award Criteria integrates concepts from the DAISY Foundation, the School of Nursing’s mission, vision, and core values, and university’s mission, vision, and core values. The primary focus of the award is the demonstration of extraordinary caring and compassion of nominees in the faculty role. Task Force will evaluate each nomination packet using the following criteria:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight on Rubric</th>
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<tr>
<td>1. Demonstrates extraordinary caring and compassion in nursing practice or nursing education.</td>
<td>70%</td>
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<tr>
<td>2. Promotes innovation and enthusiasm in teaching and learning in nursing.</td>
<td>15%</td>
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<tr>
<td>3. Serves as a role model for nursing through teaching, service or professional organizations.</td>
<td>15%</td>
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8. Nominators should provide specific examples as they address each criterion in number 7 above on the nomination form by telling a story or series of stories showing detail and depth why a faculty member is extraordinary in each criteria.

9. Nomination packets will be evaluated using the following rubric:

<table>
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<tr>
<th></th>
<th>Extraordinary</th>
<th>Good</th>
<th>Average</th>
<th>Below average</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examples (Stories)</td>
<td>are specific showing detail and depth.</td>
<td>Examples (Stories) are specific showing detail.</td>
<td>Examples (Stories) show some detail.</td>
<td>Examples (Stories) do not show detail</td>
<td>Examples (Stories) not provided.</td>
</tr>
</tbody>
</table>

Award recipients will receive the following:

a. A certificate in a portfolio that includes the award recipient’s name with the following: “To honor your exceptional impact on your students and your inspirational influence on their future”. The certificate is signed by the DAISY Foundation and the Dean of the School of Nursing.

b. A DAISY Award pin.

c. A hand-carved serpentine stone sculpture from Zimbabwe with the term “A Healer’s Touch”.

d. A spotlight on the DAISY Foundation website with a photo and story about the award recipient.

e. Recognition in professional forums and publications at the university.

Developed: RP
Approved: Faculty Council & SON Faculty 11/4/2020