TO: The Executive Committee
FROM: The Faculty Affairs Committee
SUBJECT: Amendment to the FAC Policies and Procedures to include Outstanding Professor procedure amendments
PURPOSE: For Acceptance by the Executive Committee

ACTION REQUESTED:
That the Executive Committee approve the recommendation from the Faculty Affairs Committee to amend the FAC Policies and Procedures to include updated literature regarding the Outstanding Professor procedures. Effective immediately.

BACKGROUND INFORMATION:
At its meeting on October 17, 2012, FAC approved the addition of updated Outstanding Professor procedural literature to the committee’s policies and procedures document. Eileen Barrett, Chair of FAC in 11-12, worked with last year’s FAC and Outstanding Professor Subcommittee members, to create a more comprehensive explanation of the subcommittee’s tasks and calendar; changes or additions are shown in yellow.

B. Outstanding Professor Selection Subcommittee

1. The membership of this Subcommittee shall consist of four faculty members (at least one of whom must be a member of the Faculty Affairs Committee and one of whom shall be the recipient of the prior year’s Outstanding Professor Award, if s/he is still a regular member of the faculty) and one student. The membership shall be chosen to be broadly representative of the University faculty. The Chair of the Committee on Faculty Affairs and the Director of Faculty Development (or Presidential Appointee to FAC), shall be ex-officio non-voting members of the Subcommittee.

2. The FAC chair convenes the Subcommittee at the beginning of winter quarter. At this meeting, the Subcommittee elects a Subcommittee Chair, discusses procedures, establishes a timeline for deliberations, and schedules meetings. A quorum shall consist of three members of the Subcommittee.

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The word “agendum” was voted to be removed and replaced by “agendas” by FAC on 10/17/12, which is why this document is dated after the 10/16/12 Executive committee meeting that approved it.
3. The Subcommittee will review and recommend revision of the current policies and procedures for campus and system selection of Outstanding Professor.

4. The Subcommittee will support and assist in the following nomination process through communication with applicants and potential applicants:

a) During week five of winter quarter, the chair of FAC will invite submission of nominations in a widely distributed call letter to the faculty and the campus community, with copies to departments and colleges to post in places where all in the campus community can read them. Nominations shall be due on Monday of week ten of winter quarter.

b) No later than Wednesday of week ten of winter quarter, the chair of FAC will notify all nominees in a letter that includes the criteria for review, a list of recommended items for applications, and the deadline of Monday during the second week of spring quarter for submission of materials.

5. The Subcommittee will use these criteria to evaluate these recommended materials from the candidates:

Criteria
a) A nominee is expected to have a record of superlative teaching.
b) The nominee’s professional accomplishments shall be evaluated to ascertain their quality.
c) The nominee’s services to the campus and the larger community shall be evaluated to ascertain their relevance.
d) A significant part of each nominee’s record of accomplishment shall have been established while a faculty member of California State University, East Bay.

Recommended Material
a) A cover letter indicating the nominee’s contributions to teaching at CSUEB.
b) A curriculum vitae indicating courses taught at CSUEB, professional achievements, campus and community contributions, awards, and other relevant information.
c) Two course evaluations from each of the last 5 years, including written evaluations.
d) Letters from students and/or colleagues (any number) supporting the nomination: useful information might include the nominee’s contributions to the department’s mission, variety and innovation in course offerings, accessibility to students, fairness in grading, availability for counseling, and/or other relevant information.
6. The Subcommittee Chair presides over the final meeting to deliberate on the choice of a finalist from among the nominees.

7. The Subcommittee Chair recommends a finalist to the Faculty Affairs Committee, for a vote of the committee.

8. The Chair of FAC notifies the Senate Chair of the committee’s selection of CSUEB Outstanding Professor.

9. The Senate Chair notifies the Vice President of Academic Affairs of FAC’s selection.

10. The finalist is the recipient of the George and Miriam Philips Award, and will be honored at an appropriate University-wide event.

6. The Subcommittee will assist the campus nominee with preparation for statewide competition.

FAC voted unanimously concerning its recommendation to the Executive Committee to approve the Outstanding Professor amendments to the FAC Policies and Procedures document.