The GUIDELINES for selection of a finalist are as follows:

1. An invitation for submission of nominations is made in a call letter to the faculty, with copies to departments and colleges to post in a place where others in the campus community can read them. The call letter is also posted on the Senate News page on the web and announced to massmail. The chair may also place the notice in the various campus publications. (This should be placed on the agenda of an early FAC meeting in the Winter Quarter and the call issued immediately thereafter.) **Week 5 of Winter Quarter**

2. The FAC selects, subject to Executive Committee approval, the FAC Outstanding Professor Subcommittee. (See FAC Policies & Procedures for Committee membership.) **Winter Quarter**

3. Until **Monday of Week 10 of Winter Quarter**, nominations may be made by faculty, deans, students, staff or self-nomination in the form of a letter addressed to the FAC.

4. On **Wednesday of Week 10 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. Between **Winter week 10 and Monday of the second week of Spring Quarter**, the Chair of FAC invites applications from each of the nominees.

6. Applications are due the **Monday of the second week of Spring Quarter**

7. Applications should include:
   - A cover letter indicating the applicant’s contributions to teaching at CSUEB
   - A *curriculum vitae* indicating courses taught at CSUEB, professional achievements, campus and community contributions, award, and other relevant information
   - Course evaluations from 2 courses taught in the last 5 years, including written evaluations
   - Letters from students and/or colleagues (any number) supporting the application: useful information might include the applicant’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.
   - Materials are available to Subcommittee members (from 9:00 AM-4:00 PM) in LI 2200. Materials may not be taken from the Senate Office. It is advised that members call ahead (5-3671) whenever they plan to read, and the Senate Office will find a reading space for you.

8. The FAC Chair convenes the Subcommittee close to the materials submission deadline. Guidelines are discussed and the Subcommittee may designate a Subcommittee Chair. The Subcommittee will discuss how they will proceed and will set a date for the final meeting.
9. The Subcommittee Chair presides over the final meeting to deliberate on the choice of a finalist from among the nominees, after the subcommittee has had an opportunity to read the materials, either individually or as a group. The finalist must receive at least 3 votes (a majority).

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

11. The FAC submits the name of the finalist in writing to the Senate Chair.

12. The Senate Chair submits the name of the finalist to the Vice President of Academic Affairs.

13. The FAC Chair, in conjunction with the Academic Senate Office, will write letters to the applicants (congratulations/regrets) thanking them for their participation and the current year Outstanding Professor will be announced shortly after that, when all nominees have been notified.

14. The following are the criteria to evaluate the nominees:
   - A nominee is expected to have a record of superlative teaching.
   - The nominee’s professional accomplishments shall be evaluated to ascertain their quality.
   - The nominee’s services to the campus and the larger community shall be evaluated to ascertain their relevance.
   - A significant part of each nominee’s record of accomplishment shall have been established while a faculty member of California State University, East Bay.

The finalist is the recipient of the George and Miriam Phillips Award, and will be honored at next year’s Winter Faculty Honors Convocation.

Additional information can be found in FAC Policies and Procedures.