The GUIDELINES for selection of a finalist are as follows:

1. The FAC selects, subject to Executive Committee approval, the FAC Outstanding Professor Subcommittee. The Subcommittee consists of four faculty members, at least one of whom must be a member of FAC, and one of whom shall be the recipient of last year’s award (if available) and a student representative. The FAC Chair and FAC Presidential Appointee are ex-officio, non-voting members. (See FAC policies and Procedures for subcommittee details) **Fall Quarter**

2. An invitation for submission of nominations is made in a call letter to the faculty, posted to the Senate web page, with copies sent to departments and colleges to post where they can be easily seen, and announced to the regular faculty and campus community (via massmail) by email. **Mid February**

3. Until approximately **Mid March** (just before finals), nominations may be made by faculty, deans, students, staff or self-nomination in the form of a letter addressed to the FAC.

4. **One week after the Submission deadline**, the Chair of FAC invites applications/submissions from each of the nominees.

5. Applications/Submission materials due: **1st Friday of Spring Quarter/April 3rd**

   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, awards, 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.

6. **Beginning immediately after the submission deadline**. The FAC Chair convenes the Subcommittee after the materials submission deadline. Guidelines are discussed and a Subcommittee Chair may be chosen. The Subcommittee will discuss how they will proceed and will set a date for the final meeting. The Subcommittee is charged with reading the materials submitted (usually done individually at times convenient to the member) and deliberating on the choice of a finalist from among the nominees. The finalist must receive at least 3 votes (a majority).
7. **Materials are available to Subcommittee members (from 9:00 to 5:00) in the Senate Office (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, to be certain the Senate Office will be open.

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.

8. **First FAC meeting in May.** The Subcommittee Chair recommends a finalist to the FAC.

9. **Day after the meeting at which the nomination was approved by FAC.** The FAC submits the name of the finalist in writing to the Senate Chair.

10. **Within 3 days of notification.** The Senate Chair submits the name of the finalist to the Vice President of Academic Affairs.

11. **Shortly thereafter.** Provost sends congratulatory letter to awardee and copies Senate Office; Senate Office notifies the View and provides information for an article; Senate is informed of the choice at its next meeting

The finalist is the recipient of the George and Miriam Phillips Outstanding Professor Award, and is honored in the following Winter (at the Faculty Honors Convocation).

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