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### ***Faculty and Staff Honors and Awards Committee/ExCom***

#### **Abstract**

*The formation of a permanent funding source for the Faculty awards was accompanied by a request to set up a staff award. This policy sets to the committee structure and charge to review and recommend awardees.*

**Key Words:** Distinguished faculty achievement, staff achievement

**Author/Source:** FHAC and ExCom

#### **Responsible Unit**

#### **History**

Version	Approved	Revisions(s)
2	12/17/2018	Added a staff award
1	10/31/2005	Original

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#### **Policy**

##### **Charge to the Committee**

The Faculty and Staff Honors and Awards Committee promotes, selects, and recognizes SFSU faculty and staff with a distinguished track record of teaching, professional development, and/or service. The establishment of these awards and honors will serve two goals; first, to honor an individual faculty or staff member for his/her their accomplishments and second, to honor the SFSU faculty and staff as a whole by selecting from our ranks a few individuals each year who that exemplify the accomplishments for which all faculty and staff strive.

The committee is charged to:

- Develop internal awards that, at minimum, include a Distinguished Faculty Awards for Excellence in Teaching, Professional Achievement, and Service, and a Distinguished Staff Award for Excellence in Service. All awards will carry an equal stipend.
- Develop and identify the criteria, the eligibility requirements, the nomination process for each type of award, and procedures for determining awardees.
- Determine an appropriate recognition vehicle and/or ceremony for the announcement of nominees and recipients for each award (e.g., Honor's convocation, graduation).
- Review, adopt, and publicize the criteria and timeline for awards
- Develop a timetable that will allow for timely decisions on awards made by the committee.
- Provide a report that lists each award given by this committee to the Academic Senate.
- Prepare and forward the names and information packets of SFSU award recipients to nationwide award outlets (e.g., Wang, Carnegie Foundation).
- When necessary, make improvements to the selection process with review by the Academic Senate and the Faculty Affairs Committee.

### **Membership Composition**

The Faculty and Staff Honors and Awards Committee shall consist of eight members: five faculty selected by the Executive Committee of the Academic Senate and two people appointed by the Vice President of Academic Affairs, and one staff member, ideally the recipient of an SF State Distinguished Staff Award. All committee members shall serve two-year terms with a one-year renewable option.

### **Organization**

The Faculty and Staff Honors and Awards Committee shall hold at least two meetings per semester. The Committee's annual reports and updates shall be submitted to the Chair of the Academic Senate, and the Academic Senate Office. The Committee shall elect its own chair each two years from among the Committee's members.

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