



ACADEMIC SENATE POLICY

November 14, 2018

TO: Leslie Wong, President
San Francisco State University

FROM: Nancy Gerber, Chair
Academic Senate *NCG*

RE: Senate Policy F18-233: Revision of the Faculty Honors and Awards Committee

SOURCE COMMITTEE:

Academic Senate Executive Committee

SENATE ACTION:

At its meeting on Tuesday, December 4, 2018, the Academic Senate approved **Senate Policy F18-233: Revision of the Faculty Honors and Awards Committee.**

We solicit your concurrence. Thank You.

- cc: Jennifer Summit, University Provost and Vice President for Academic Affairs
 Sophie Clavier, Dean of Graduate Studies
 Tom Parker, Faculty Honors and Awards Committee
 Jennifer Arin, Chair of the Faculty Honors and Awards Committee
 Laura Wayth, Faculty Honors and Awards Committee
 David Anderson, Faculty Honors and Awards Committee
 Lucia Volk, Faculty Honors and Awards Committee
 Grace Yoo, Faculty Honors and Awards Committee.

PRESIDENTIAL ACTION

APPROVED: _____

Leslie Wong

Date: _____

12-17-18



SAN FRANCISCO STATE UNIVERSITY

Policy #: F18-233
 Supersedes: S05-233
 Senate Approval: 12/04/2018
 Presidential Approval: XX/XX/20XX
 Effective: Spring 2019
 Last Review: Fall 2018
 Next Review: Fall 2028

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		Added a staff award
1	XX/XX/XXXX	Original

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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.



**SAN FRANCISCO
STATE UNIVERSITY**

OFFICE OF THE PROVOST AND
VICE PRESIDENT FOR ACADEMIC AFFAIRS

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DATE: December 10, 2018

TO: Leslie E. Wong, President

FROM: Jennifer Summit, Provost and Vice President for Academic Affairs

A handwritten signature in black ink, appearing to be "Jennifer Summit", written over the "FROM:" line.

SUBJECT: **Academic Senate Policy - F18-233: Revision of the Faculty Honors
and Awards Committee**

I have reviewed and approve of the Academic Senate Policy - F18-233: Revision of the Faculty Honors and Awards Committee.