

**PENN STATE UNIVERSITY  
COLLEGE OF ARTS AND ARCHITECTURE  
Awards for Excellence 2017-18**

**AWARD FOR EXCELLENCE IN ADVISING AND MENTORING  
FACULTY AWARD FOR OUTSTANDING TEACHING  
STAFF AWARD FOR OUTSTANDING SERVICE**

**AWARD FOR EXCELLENCE IN ADVISING AND MENTORING:**

This award recognizes superior performance by a faculty or staff member as an advisor or mentor. Any full-time faculty or staff member assigned to provide advising or mentoring for undergraduate students who has served Penn State for at least two years prior to the nomination is eligible to receive this award. The attainment for which this award is given must have occurred during the two years preceding the award.

Excellence in advising and mentoring embraces personal qualities, knowledge of a wide range of relevant career and academic information, and interaction skills. Specific qualifications to be addressed in the nomination letters should include

1. availability and demonstrated concern for students;
2. ability to inspire and motivate students;
3. demonstrated knowledge of relevant career and academic information and the ability to share appropriate information with students.

Nominations and support documents should describe how the individual meets the criteria for the award. The documents should use recent, specific examples to demonstrate how the individual meets or exceeds the criteria, and the individual's commitment to the criteria. The nomination statement should not exceed two pages (double-spaced), and may include up to five attachments from others to support the nomination. Support documents also should be limited to two pages each.

**FACULTY AWARD FOR OUTSTANDING TEACHING:**

The purpose of this award shall be to recognize outstanding teaching in the College of Arts and Architecture at both the undergraduate and graduate levels. Tenured faculty members, instructors and tenure-track faculty members, fixed-term I/multi-year faculty members are eligible. Within these categories, consideration shall be given to faculty who have demonstrated teaching excellence in any of the following areas: A. General Education Courses, B. Courses within the Discipline (Major), and C. Graduate Level Courses.

Guidelines with regard to supporting materials that should accompany all nominations forwarded to the College Review Committee via the Dean are:

1. Nominating Statement. This is contained on the Nomination Form.
2. Detailed letter of support from the Department Head/School Director. This letter should contain information concerning the nature of the nominee's classes, i.e., undergraduate, graduate, lecture, studio/practicum; information on SRTE scores over the past 2-3 years; and an identification of those aspects or qualities of the nominee's teaching that make it outstanding. Concrete examples of the affect or consequences of the candidate's teaching

will probably have a greater impact upon the screening committee than will a fan letter.

3. No more than three letters of support from colleagues.
4. No more than five letters from students (present or former). It is very important that student letters of support are included in the nomination packet.
5. For faculty at non-UP locations, a letter of support from the campus DAA or Chancellor should be included.

What should not be included:

1. Sections from P&T dossiers.
2. Actual copies of SRTEs. Notation of typical SRTE scores in the letter from the Department Head/School Director is sufficient.
3. No course syllabi.

### **STAFF AWARD FOR OUTSTANDING SERVICE:**

This award is provided to recognize staff employees in the College of Arts and Architecture and University Arts Services, whose performance on the job has been exceptional and best exemplifies professionalism and dedication to the mission of the College and the University. Staff exempt, staff non-exempt, and technical service employees are eligible.

An employee may receive the award only once every five years. Any nomination of a previously awarded candidate will be acknowledged but not forwarded for consideration. In the event that several nominations are received for a single candidate, all supporting statements should be attached together and treated as one nomination before it is forwarded by the Unit Head/Director to the College Awards Committee.

The following information is required in the dossier: nomination form (submitted by nominator); candidate's complete and up-to-date resume; three letters of support (one from the supervisor). Letters of support may be from colleagues within the unit, from colleagues within the college, and/or from members of the university at large. The Unit Head/Director is responsible for obtaining the resume and letters of support.

Among those eligible, consideration shall be given to employees who have demonstrated service excellence. Successful candidates must:

- show exemplary performance at their job
- seek growth as professionals
- carry out the duties of the job enthusiastically and with integrity and dedication
- show an outstanding, positive attitude
- have a thorough knowledge of department goals and duties assigned
- have a professional, pleasant demeanor
- be dependable and efficient
- favorably represent their unit, the College and the University, both on and off campus
- foster an atmosphere of cooperation and creativity, contributing to the efficiency and effectiveness of peers

For those staff members in supervisory positions, superior leadership skills, such as skillful motivation, planning, and organization are also considered.

Note: It is important to the committee to include as many examples and specific details that describe the candidate's exemplary or outstanding performance.

### **PROCEDURES:**

Faculty, staff, students, administrators, and alumni may make nominations for these awards (nomination form provided below). All nominations must be submitted to the head of the nominated employee's unit. Those who wish to nominate a colleague are urged to discuss the nomination with the department head at the beginning of the process.

For Staff Awards, units with up to five eligible employees may submit a maximum of one nomination, and units with six or more eligible employees may submit a maximum of two nominations for further review by the College Staff Awards Screening Committee.

### **COLLEGE SCREENING COMMITTEES:**

The screening committees for these three awards shall be appointed each year by the Dean.

The screening committee for the Advising and Mentoring Award and the Faculty Outstanding Teaching Award shall be composed of 4 faculty and 2 students. Faculty committee members shall be selected from those distinguished faculty who have previously received recognition as outstanding teachers, including Emeritus faculty. This Committee shall forward to the Dean (from those nominations submitted by the units) a maximum of three nominations in priority order for each award.

The screening committee for the Staff Award shall be composed of 2 faculty from the College Scholarships and Awards Committee, 2 staff members, and 1 member of the Executive Council. Discretion will be used to ensure that no more than one representative from each unit serves on the committee in a given year. This Committee shall forward to the Dean (from those nominations submitted by the units) a maximum of three nominations in priority order.

### **TIMETABLE:**

Nominations should be submitted to the nominee's unit head/director. The Dean's Offices will be considered one unit and nominations should be submitted to the candidate's supervisor. Unit heads/directors shall forward nominations (original) to the College Screening Committee, via the Dean's Office, no later than February 9. The College Screening Committee will submit three recommendations to the Dean for final approval by March 2. The Dean shall make final selections.

### **THE AWARDS:**

The award recipients will receive a certificate and \$1,000, presented at the College Spring Awards Ceremony. Up to three awards will be presented each year in each of the three award categories.

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**NOMINATION FORM**

Nominating statement must be typed or clearly written in the space provided below. The statement should clearly state why the nominee should be granted an award.

I hereby nominate \_\_\_\_\_  
(name and unit/campus)

for a 2018 College of Arts and Architecture Award for Excellence in Advising and Mentoring  
2018 College of Arts and Architecture Faculty Award for Outstanding Teaching  
2018 College of Arts and Architecture Staff Award for Outstanding Service

Nomination Statement: (use additional page if necessary)

Nominator's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Affiliation: \_\_\_\_\_

Signature of Nominator: \_\_\_\_\_

Return this form to the nominee's unit head/director.

**NOMINATION DEADLINES:**

Unit head/director establishes deadline to unit.

Feb. 9, 2017: due to College Screening Committee, via Dean's Office (original)