

Purpose:

The Merit Award recognizes full-time tenured or tenure-track faculty who are currently engaged in exceptional grant writing, research, teaching, technology, or who have demonstrated an exceptional commitment to service and service-learning. (Exception: Part-time teaching faculty may be nominated for the Teaching and Learning Merit Award.)

Definitions:

Grants and Contracts, Research, Service and Service–Learning, Teaching and Learning, and Technology are defined by the Faculty Professional Development subcommittees. See the FPDC website for more information.

Eligibility:

Recipients must be full-time tenured or tenure-track faculty, including department chairpersons, librarians with faculty status, and faculty members whose basic responsibilities lie outside of the classroom setting. Nominations for the award may be submitted by any faculty member or any student or university employee, including administrators and/or staff. Self-nominations are acceptable.

Evaluation:

- **GRANTS AND CONTRACTS:** The Grants and Contracts Subcommittee will place the greatest emphasis on grantsmanship activities completed during the last three years at California University of Pennsylvania. Nominees will be evaluated on the quality and impact of their grantsmanship according to the following general criteria:
 1. Impact grants/contracts have on the University community, nominee's profession, and/or nominees professional development
 2. Funding success rate as measured by number and dollar value, and funding source
 3. Evidence of grantsmanship enhancing professional growth (e.g., teaching, publication, performance, exhibits, or conference presentations)
- **RESEARCH:** In evaluating the nominations, the subcommittee will put greatest emphasis on research activity completed during the last five years. Nominees will be evaluated on the quality of their research according to the following criteria:
 1. Quality of the vehicle for dissemination of the research (e.g., conference presentations, publication, public lectures, exhibits)
 2. Quality of recognition for research activity (e.g., awards, grants)
 3. Impact of the research
 4. Currency of research activities
- **SERVICE AND SERVICE-LEARNING:** Nominees will be ranked according to the following criteria, which align with the rubric in the evaluation process section.
 - For Service Learning
 1. Enriches the community.
 - Communities include, but are by no means limited to:
 - Universities, local or distant/international neighborhoods or organizations, academic disciplines, career fields, etc.
 2. Helps foster civic responsibility/engagement among the participants and/or among the students involved.
 3. Strengthens academic learning.
 4. Provides structured time for students to reflect on the service learning experience.
 - For Service
 1. Enriches the community.
 - Communities include, but are by no means limited to:
 - Universities, local or distant/international neighborhoods or organizations, academic disciplines, career fields, etc.
 2. Helps foster civic responsibility/engagement among the participants and/or among any students who may be involved.
- **TEACHING AND LEARNING:** The criteria used for judging the nominations will be:
 1. Excellence in classroom teaching



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2. Availability to and quality of interaction with students, including class-oriented support/advice and academic advising
 3. Quality and fairness of student testing and evaluation
 4. Quality of classroom support (syllabi, teaching aids, etc.)
 5. Quality of student learning
- **TECHNOLOGY:** In order to obtain a merit award a faculty member's use of applied technology in their professional work must be exemplary and evidenced by:
 1. An assessment of their teaching in the classroom or
 2. A research portfolio or
 3. A service and service-learning portfolio
 4. Priority will be given to faculty members who excel in two or more of these areas.

Criteria:

- **GRANTS AND CONTRACTS:** The Grants and Contracts Subcommittee will consider the issues outlined in the evaluation section of this form when reviewing all applications for the Merit award.
- **RESEARCH:** The Research Subcommittee will consider the issues outlined in the evaluation section of this form when reviewing all applications for the Merit award.
- **SERVICE AND SERVICE-LEARNING:** The Service and Service Learning Subcommittee will consider the issues outlined in the evaluation section of this form when reviewing all applications for the Merit award.
- **TEACHING AND LEARNING:** The Teaching and Learning Subcommittee will consider the issues outlined in the evaluation section of this form when reviewing all applications for the Merit award.
- **TECHNOLOGY:** The Technology Subcommittee will consider the issues outlined in the evaluation section of this form when reviewing all applications for the Merit award.



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Evaluation Process:

- GRANTS AND CONTRACTS: The Grants and Contracts Subcommittee will review the following in support of a nominee’s application*:
 1. Grantsmanship statement of purpose which will include:
 - a) Professional grantsmanship objective(s)
 - b) Perceived impact of grants including the nature of the grants overall (1 page)
 2. Summary page of each grant received at California University of Pennsylvania which should include (one page per grant):
 - a) Project/grant title
 - b) Granting Agency/Organization
 - c) Start and end dates
 - d) Project/grant summary
 - e) Total funding amount received, pending, and/or not funded
 - f) Indicate if grant was/is a continuation of funding
- *Materials should be organized into a binder in the order above.

One or more collaborators may share the award – but collaborators must also provide evidence of scholarship in the area of grantsmanship. While collaborators may be nominated as a team, each will be responsible for submitting his/her application materials for consideration. Nomination and receipt of the award doesn’t exclude members of the FPDC and its associated subcommittees; nor does it exclude individuals who may be nominated for other FPDC awards during the same academic year.

Nominees who provide the required information will be asked to participate in an interview with a quorum of the FPDC Grants Subcommittee members. At the interview, all nominees will be asked the same series of questions and will provide further insights into the documentation provided. Interviews will be approximately twenty minutes to one half hour in length.

Following the interview(s), the quorum will vote by ballot to select the award winner.

<i>Category</i>	Received? (If Applicable)	Scoring 1 (limited) to 5 (exemplary)	Comments
<i>Professional Grantsmanship Objectives</i>			
<i>Perceived impact of grants on university community, nominee’s profession, and/or nominee’s professional development</i>			
<i>Funding success rate by:</i> <ul style="list-style-type: none"> • <i>Number</i> • <i>Dollar Value</i> • <i>Funding Source</i> 			
<i>Clear evidence of grantmanship enhancing professional growth (teaching, publication, performance, exhibits, or conference presentations)</i>			
<i>Summary page of Each Grant (In a Binder) Including:</i> <ul style="list-style-type: none"> • <i>Project Title</i> • <i>Granting Agency</i> • <i>Start/End Dates</i> • <i>Project Summary</i> • <i>Total Funding</i> • <i>Continuing Grant?</i> 			



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- RESEARCH: In evaluating the nominations, the subcommittee will put greatest emphasis on research or creative activity completed during the last five years. Nominees will be evaluated on the quality of their research or creative activity according to the following criteria:
 1. Quality of the vehicle for dissemination of the research or creative activity (e.g., conference presentations, publication, public lectures, exhibits, etc., as appropriate to the discipline).
 2. Quality of recognition for research or creative activity (e.g., awards, grants).
 3. Impact of the research or creative activity.
 4. Currency of research or creative activity.



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- **SERVICE AND SERVICE-LEARNING:** Service Learning is defined as a process whereby participants are in a formalized learning situation (i.e., a course, workshop, seminar, field, or study abroad, etc.) that uses a service opportunity/setting to fulfill the learning objectives of the formal education component. Service may be defined as personal episodic contributions of your time and/or talents, through volunteer activities or civic engagement, intended to help or assist others within the community, the university, a professional organization, etc. Members of the Service and Service Learning Committee will anonymously rate each application according to the criteria listed on the rubric (below), as well as
 1. Your current vita and
 2. One or more letters of reference that attest to your qualifications to receive the award – one letter is required. The evaluating criteria must be referenced in the letters of reference. Please do not include any additional supporting materials. In order to be evaluated fairly, all applications must contain the same items.

Evaluations will occur in the FPDC office. Evaluations will be placed in a sealed envelope and given to the administrative assistant. The chair(s) of the subcommittee will then tally the totals for each application. The highest score will reflect the person chosen to receive the Merit Award. Please specify within your application materials whether you consider your work as service or as service learning.

	Comments	Score (1 to 5)
<u>For Service Learning</u>		
1. Enriches the community. <ul style="list-style-type: none"> • Communities include, but are by no means limited to: <ul style="list-style-type: none"> ○ Universities, local or distant/international neighborhoods or organizations, academic disciplines, career fields, etc. 		
2. Helps foster civic responsibility/engagement among the participants and/or among the students involved.		
3. Strengthens academic learning.		
4. Provides structured time for students to reflect on the service learning experience.		
<u>For Service</u>		
1. Enriches the community. <ul style="list-style-type: none"> • Communities include, but are by no means limited to: <ul style="list-style-type: none"> ○ Universities, local or distant/international neighborhoods or organizations, academic disciplines, career fields, etc. 		
2. Helps foster civic responsibility/engagement among the participants and/or among any students who may be involved.		
	Total Score	



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- **TEACHING AND LEARNING:** The criteria used for judging the nominations will be:
 1. Excellence in classroom teaching
 2. Availability to and quality of interaction with students, including class-oriented support/advice and academic advising
 3. Quality and fairness of student testing and evaluation
 4. Quality of classroom support (syllabi, teaching aids, etc.)
 5. Quality of student learning

Once nominated, the Teaching and Learning Subcommittee will contact the nominee and ask for an updated professional vita, written philosophy of teaching, and a variety of course syllabi and assignments. The Teaching and Learning Subcommittee will then review all applications for the annual Merit Award using the following criteria and rubric:

1. Updated professional vita that includes:
 - a. Evidence of scholarly growth by remaining current and knowledgeable in one's discipline
 - b. Courses taught
2. Written philosophy of teaching (2 pages maximum) that might include information related to:
 - a. Classroom teaching and activities that are supported by sound principles of learning versus teaching by the "talk and test" method
 - b. Availability to students both in and outside the classroom for clarification of course content, advisement or personal discussions
 - c. How your teaching develops complex thinking skills, strengthens written and oral communication skills, allows for the integration and application of knowledge, and promotes working effectively with others.
3. Quality course syllabi that include objectives, types of assessments with point values, grading criteria, office hours, etc.
4. Examples of assessment activities

Teaching and Learning Merit Award Rubric	Comments	Score (1-5)
Updated CV including information related to scholarly growth by remaining current and knowledgeable in one's discipline and courses taught		
How well does written philosophy of teaching emphasize:		
A. Teaching activities that support learning		
B. Availability to students		
C. How teaching develops complex thinking skills, strengths written and oral communication skills, allows for integration and application of knowledge, and promotes working effectively with others		
Quality of course syllabi and examples of assessment activities		
Total		

Those nominees who provide the necessary documentation by the due date and time established by the subcommittee and who rank in the top three using the Teaching and Learning Merit Award Rubric, will be asked to participate in an interview with a quorum of the Teaching and Learning Subcommittee members. At the interview all



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nominees will provide further insights into the documentation provided will be asked the same series of questions decided on by that year's selection committee. Interviews will be approximately one-half hour in length and will be conducted on the same day for all nominees. Immediately following all interviews, the subcommittee members will vote via secret ballot. Only those subcommittee members who are present (in person or by electronic means) at each interview will be eligible to vote. The nominee who receives the majority of votes is selected as the Merit Award winner.

Note: The Merit Award recipient must agree to present an FPDC workshop on some aspect of Teaching and Learning in the year following receipt of the award.



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- TECHNOLOGY: The criteria used to evaluate nominees will be:

1. Innovation

Innovative use(s) of technology in teaching and learning, research, and/or service and service-learning. Examples include:

- the development of new and original technologies for use in these areas
- the implementation of innovative technologies in one or more of these areas
- novel applications of existing technologies in one or more of these areas
- the use of technology to provide new learning experiences, service opportunities, and/or data collection and analysis not previously possible

2. Effectiveness

The effectiveness of the technology used can be demonstrated. For example, use of technology has:

- improved student learning, research, or service and service-learning
- enhanced the quality of teaching and learning, research or service and service-learning
- enabled the nominee to achieve desired learning outcomes, research goals, and/or service and service learning outcomes

3. Thoughtfulness

- Technology has been implemented in a thoughtful/considered manner in order to achieve specific outcome(s);
- Nominee shows an ongoing commitment to the effective use(s) of technology in teaching and learning, research, service and service-learning.

4. Portability

The examples provided represent a technology that could easily be used in a wide variety of subjects and situations.

For instance, the technology can be:

- used across different computing systems and platforms
- applied to numerous subjects and programs across the university
- used to provide campus-wide student learning, research, or service and service-learning opportunities
- used in online programs or applications



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FPDC Technology Merit Award Evaluation Form

Criteria	Score (1-5)	Comments
Innovation - the uses of technology described are innovative		
Effectiveness - the effectiveness of the technology can be demonstrated		
Thoughtfulness - the examples provided represent a thoughtful use of technology		
Portability - the examples provided represent a technology that could easily be used in a wide variety of subjects and situations		

Area(s) in which technology is being applied: _____.

Recommend for technology merit award? (Yes/No) _____.



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Process:

Nominators must complete a nomination form and submit it to the Faculty Center by the deadline date. The committee reserves the right to request an interview with the nominee and/or solicit additional information.

- Processing Steps:
 - a) Using the cover sheet provided, the nominator (and three endorsers, if required) should prepare and submit a nomination. While it is not required, we recommend that you inform the nominated faculty member of your intention to submit this nomination.
 - b) The Faculty Professional Development Subcommittee will ask the nominated professor if he/she wishes the nomination to proceed.
 - c) The faculty member (upon accepting the nomination) will assist the subcommittee in the collection of further data, including a current vita.
 - d) The nominations and supporting faculty essays will be reviewed by the Subcommittee.

Honors and Award:

The merit award recipients are honored at the Merit Award/FPDC Recognition Event where they are given certificates and honors cords to wear at the Commencement ceremony where they are also honored for their achievement.

Deadline:

All nominations must be received at the Faculty Center on or before Noon on February 15. If this deadline falls on a weekend or holiday, the deadline will be extended to the next business day.

Announcement of Awards:

Merit Awards will be announced at the Spring Commencement Ceremony.

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