2014-2015 Award Program

Announcement and Guidelines

Professional Excellence Award for Administrative Service Faculty
“Our remarkable university service faculty across the system have a tremendous impact on the success of our students. Whether they are working in academic advising, residence life, or extra- and co-curricular activities, these faculty are unwavering in their dedication to our students — and the difference they make is truly exceptional.”

Steven Rosenstone, Chancellor

TABLE OF CONTENTS

2014-2015 GUIDELINES AND FORMS

1. Purpose and Process ........................................................................................................4
   1.1 Definitions
      a. Campus Nominees
      b. Administrative Service Faculty Member of the Year
   1.2 Process

2. University Recommendation Guidelines ........................................................................4-7
   2.1 Eligibility criteria
   2.2 Local Nomination and Selection Process
   2.3 Guidelines for Committees
   2.4 Guidelines for Professional Excellence Award nominees
   2.5 Guidelines for Presidents
      Cover Sheets A-C
      Presidential Endorsement Letter
      Committee’s Summary
      Recommendation packet submission
   2.6 University award recognition

3. System Review Processes and Procedures ..................................................................7-8
   3.1 Initial system review for alignment with guidelines
   3.2 Committee composition
   3.3 Committee recommendation review process
   3.4 Award recognition
   3.5 Formal awards ceremony
   3.6 Subsequent role of awardees and Board of Trustees Award Recipients

5. President’s Recommendation Packet
   Cover Sheet A: President’s Certification ....................................................................9
   President’s Recommendation Packet
   Cover Sheet B: Committee Information ................................................................11
   Presidents Recommendation Packet:
   Cover Sheet C: Checklist .........................................................................................13
1. PURPOSE AND PROCESS

1.1 The Board of Trustees Professional Excellence Award for Administrative Service Faculty is intended to recognize outstanding service to our universities and to the Minnesota State Colleges and Universities system. The award proclaims, on behalf of the entire system, the Board of Trustees’ pride in the dedication and accomplishment of service faculty in contributing to students’ growth and development. The award recognizes the key role that service faculty fulfill at our system’s universities in advising and counseling students, in the recruitment, retention, and placement of students; in residential life programming, facilitation of student groups and student leadership, and other involvement in university and community activities. The award reflects the commitment of the system to serving the citizens of Minnesota by providing the best possible college and university instruction.

   a. Campus Nominees This term refers to administrative service faculty (ASF) whose names are recommended for the Board of Trustees Award for Professional Excellence (and possibly other local awards) through a campus nomination and selection process.

   b. Administrative Service Faculty Member of the Year This term refers to a single ASF faculty member chosen from among nominees forwarded to the Board of Trustees. Each year, from up to seven nominees, one may be chosen by a systemwide review committee to be honored by the Board of Trustees as representative of professional excellence across the system.

1.2 Process

Each university president may request nominations from a campus nominations committee and then designate one Professional Excellence Award nominee to the Board of Trustees. In order to facilitate the selection of a university’s recommendation, each president may adapt existing award processes or create new local processes that align with program guidelines and eligibility requirements (section 2). The campus process should result in the identification of one administrative and service member to be recognized as a Board of Trustees Professional Excellence Award nominee. Campus presidents should forward the name and recommendation materials, including the nominee’s portfolio, to a system-level review committee by Friday, February 27, 2015. The committee will forward to the Senior Vice Chancellor for Academic and Student Affairs the name of the nominee upon whom it recommends the Board of Trustees Professional Excellence award be bestowed. Nominees and the awardee will be honored at the board’s “Celebrating Excellence” event on April 22, 2015.

2. UNIVERSITY RECOMMENDATION GUIDELINES

2.1 Eligibility criteria

At the time of their designation, nominees must have been employed for a minimum of five consecutive years with a Minnesota State University. Of these five years, the two most recent years must be in the ASF member’s current position. The remaining three years must be either: a) in any position (excluding student employment) within the university in which the individual is currently employed, or b) in any ASF position at any Minnesota State University.
2.2 Local Nomination and Selection Process

A campus nomination committee will make nominations to the university president, and shall function at each university following standard university governance policies. Campuses may adapt existing award procedures or develop new ones to elicit nominations and review materials. The local processes that result in designation of the Board of Trustees Professional Excellence Award nominees should, however, comply with Guidelines for Committees found in Section 2.3 below.

2.3 Guidelines for Committees:

- The university shall provide a broad-based, well-publicized process to solicit nominations.
- The committee shall ensure an open nomination process that encourages nominations from faculty, students, alumni, administration, and community members.
- The committee shall develop a nomination form to be used by the campus community; this form might include a checklist for eligibility, length of service, breadth of service, descriptions of how the nominees meet criteria for the Board of Trustees Award, recommendations, and other criteria that will help the president and campus nomination committee select the Board of Trustees Professional Excellence Award nominee.
- The committee, in consultation with the president or designee, shall determine the number of administrative faculty nominees to be recognized at the university level. The intention is to give institutions the flexibility to recognize locally as many campus nominees as appropriate. However, the president may only forward one nominee to the Board of Trustees.
- The university process shall ensure objective and unbiased evaluation of the qualifications of campus nominees.
- The committee must maintain confidentiality in all committee operations.
- The committee shall assist the administrative service faculty member designated by their president as Board of Trustees Professional Excellence award nominee in the preparation of their portfolio materials that comply with the expectations in Guidelines for Professional Excellence Award nominees, section 2.4 below.
- The committee must review the nominee’s portfolio before it is submitted to the system committee.

2.4 Guidelines for Professional Excellence Award nominees.

Each Administrative and Service faculty member designated by a university president as a nominee must prepare a portfolio that is forwarded by the college or university president to the Senior Vice Chancellor for Academic and Student Affairs. Each portfolio is then read by a system-level review committee consisting of administrative and service faculty, students, and administrators. The committee makes a recommendation for the Professional Excellence award which is reviewed and approved by the Board of Trustees.

The purpose of the portfolio is to permit you to demonstrate professional excellence and to provide evidence of your contributions to students, the university or the community. The portfolio must address each of the following areas.

a. Exceptional work performance: The nominee should demonstrate excellence in professional activities within and beyond the parameters of the job description. The ideal nominee fulfills the position’s professional requirements in a creative and innovative fashion while demonstrating flexibility and adaptability to institutional and/or system needs. Consideration should be given to capabilities and accomplishments in the areas of leadership, decision-making and problem-solving. Evidence in this category includes, but is not limited to, professional recognitions, initiation of program ideas, development of proposals, and committee activities.

b. Advancement of the university mission: The nominee should advance the mission of his or her home university and the campus within the context of the campus’ mission and core values of teaching, research, and public service. There should be an explanation of the work of the individual and the impact of that work.
c. Expertise, creative achievement and professional development: Professional Excellence nominees should be professionals whose subject-matter knowledge is evident in their use of well-regarded and current knowledge and practices in their work. Also describe your ongoing professional development as it relates to your professional pursuits.

d. Contribution to student growth and development. Nominees should demonstrate high achievement in this area through evidence of excellence in their service to students.

e. A Current Curriculum Vitae or Resume: This document should be its own section, but is an integral part of the portfolio and is counted in the page totals.

Preparing a portfolio can be a challenge, because so much of the work that service faculty do is not directly visible to colleagues. But it’s a meaningful effort, and one that portfolio writers report as enormously rewarding in itself. The portfolio is a document for you to communicate, in your own voice and with your own selection of evidence, who you are as a professional. Make statements and support them with carefully chosen evidence within the sections of your narrative, or in appendices. Be sure to explicitly direct reviewers’ attention to specific portions or aspects of the evidence. Make clear what the reviewer should look at and consider in their rating. Evidence might include assessment data, programmatic results, reviews, testimonials and evidence of how your work as evolved over several years. The portfolio should be a PDF file, limited to a 5-page narrative, as well as supporting appendices (not to exceed 25 pages in total). It may be submitted by email, via a web link, or on storage media.

2.5 Guidelines for Presidents

Each University President may recommend one campus nominee for the Professional Service Award. For each nominee, the president must submit a President’s Recommendation Packet. This packet should be submitted via email with electronic document attachments in either .docx or pdf format. The university nomination committee is responsible for preparing the President’s Recommendation Packet(s) to be submitted by the president to the Senior Vice Chancellor for Academic & Student Affairs. Each President’s Recommendation Packet, organized as outlined below, must include:

- Cover Sheets A-C These forms contain: A.) a statement of certification regarding the nominee’s eligibility and the university adherence to program procedures; B.) university committee contact information; C.) checklist for submission.

- Presidential Endorsement Letter Provide a letter from the president addressed to the Senior Vice Chancellor for Academic & Student Affairs endorsing nominee. The letter shall describe the faculty member’s qualifications for the award and address the institution’s confidence in selecting the Board of Trustees Excellence in Professional Service awardee.

- Committee’s Summary Provide an executive summary of five pages or fewer documenting the committee’s rationale for its selection. The Committee’s Summary, the president’s letter and the nominee’s portfolio constitute the only documentation available to reviewers at the system-level. This Summary must provide:
  - assurance of an objective, impartial competitive process
  - a rationale for the committee’s selection
  - evidence of how the nominee excels in the selection criteria
  - highlights of the nominee’s achievements.

The Committee’s Summary shall not be written by the faculty member selected as a nominee.

- Nominee’s Professional Portfolio This portfolio shall be compiled by the nominee with the assistance of the campus nomination committee and/or designated mentors. See Section 2.4 of the Guidelines (pp.5).

c. Recommendation packet submission
Complete University President’s Recommendation Packet(s) must be received no later than February 27, 2015 at:

Board of Trustees Award for Excellence in Teaching
Minnesota State Colleges and Universities,
30 7th Street E., Suite 350
Saint Paul, MN 55101

Questions may be addressed to:
Lynda Milne
Academic and Student Affairs, 651.201.1887 lynda.milne@so.mnscu.edu

2.6 University award recognition

University presidents are encouraged to provide significant local recognition for their Board of Trustees Award for Professional Excellence nominees. They might, for example, recognize them at graduation and convocation activities and/or at campus recognition ceremonies. Presidents are encouraged to invite trustees to attend such events so that board members might formally recognize awardees in their campus environments.

Other possible recognition might include inviting nominees and awardees to speak at commencement, convocation, and community events; providing designated free parking spots; providing compensation and additional travel funds to support professional activities related to the awards; local recognition ceremonies; or conferring other honoraria associated with the university’s current recognition and awards. Any forms of award must be in compliance with pertinent State of Minnesota statutes and bargaining agreements.

3. SYSTEM REVIEW PROCESSES AND PROCEDURES

3.1 Initial system review for alignment with guidelines

At the system level, the Board of Trustees excellence awards program administrator will review each recommendation packet for compliance with the criteria for selection and eligibility. Each nominee’s professional portfolio will be examined to ensure the individual’s eligibility and to ensure that the portfolio contains substantive evidence in support of each selection criterion for the award. If portfolios are not in compliance with all guidelines, the campus will be contacted. Requested corrections or modifications to any packet must be submitted no later than the February 27, 2015 deadline.

3.2 Committee composition

A system-level committee, the Board of Trustees Professional Excellence Award Review Committee, will be established to review the President’s Recommendation Packets and recommend one award recipient each year. Faculty members on the system-level review committee will be appointed by the service faculty union (Minnesota State University Association of Administrative and Service Faculty) president, students will be appointed by the Minnesota State University Student Association, and relevant institutional administrators and ex officio members will be appointed by the Senior Vice Chancellor for Academic and Student Affairs or his designee.

3.3 Committee recommendation review process

The Board of Trustees Professional Excellence Award Review Committee will review all complete recommendation packets forwarded by university presidents. The committee will recommend to the Senior Vice Chancellor the name of one nominee to be recognized as the award recipient. The committee’s recommendation shall include a description of the review process. The Senior Vice Chancellor shall review the recommendations in consultation with the Board of Trustees and approve one award to be bestowed.
3.4 Award recognition

All nominees forwarded by university presidents will receive a framed certificate and silver service pin. All will be invited to an awards event at which the Board of Trustees excellence award winners and nominees are honored. The award recipient will receive a certificate and a gold service pin. The recipient of the Professional Excellence for ASF Faculty award will also receive a cash award of $5,000, in accordance with current state statutes and bargaining-unit agreements and any modifications applying to them.

All award payments are subject to IRS rules and regulations. Awardees may decline to accept any monetary award.

3.5 Formal awards ceremony

On behalf of the Board of Trustees, the board chair shall bestow the awards at an event to be held on April 22, 2015. Press releases will be issued statewide to announce the event and names of all nominees and the awardee. Elected officials, press, students, family, system office staff, and all Board of Trustees members will be invited and encouraged to attend this event as a public proclamation and celebration of excellence in the Minnesota State Colleges and Universities System.

3.6 Subsequent role of awardees and Board of Trustees Award Recipients

The award is an honor bestowed upon Minnesota State Colleges and Universities ASF faculty to acknowledge and reward exceptional individual professional accomplishment, and to encourage ongoing contributions to student growth and development. Board of Trustees Educators of the Year award recipients will be encouraged and invited to act as highly visible spokespersons for Minnesota State Colleges and Universities. Such activities shall be compensated in accordance with state statute and applicable bargaining unit agreements.
5. President’s Recommendation Packet
Cover Sheet A: President’s Certification

This form is to be the first page of the University President’s Recommendation Packet (original and copies). All items must be attached and all certifications completed. Please photocopy this form as needed for submission of your recommendations. Alternatively, you may complete the Cover Sheets A-C online at http://botawards.mnscu.edu and submit with an electronic signature.

Board of Trustees ASF Award Nominee

Full Name ____________________________________________

Title ________________________________________________

Department or Program ____________________________________________

College/University Name ____________________________________________

Campus location (if applicable) ____________________________________________

E-mail ___________________________ Phone ____________________________

Certifications
Please certify college or university compliance with the Policies and Procedures by checking each of the certifications below.

☑ Local Nomination Committee This is to certify that the local nomination committee was structured as directed and complied with the current University Nomination Guidelines.

☑ Eligibility Requirements This is to certify that the nominee satisfies all eligibility criteria for the program as prescribed in the current Nomination Guidelines.

☑ Compliance with Guidelines This is to certify that this recommendation complies with the current Nomination Guidelines.

This form is also available online at http://botawards.mnscu.edu.

EXPLAIN ON A SEPARATE SHEET ANY DEPARTURES FROM REQUIREMENTS AS STATED IN THE CURRENT GUIDELINES

Endorsement of Institution President (Required)
I certify the endorsement of this recommendation and compliance with program requirements.

President’s Signature ___________________________ Date ____________________________

President’s E-mail Address

________________________________________

President’s Telephone Number

________________________________________

If President’s Recommendation Packet is submitted by e-mail, the cover sheets with president’s signature should be sent as a PDF file to botawards@so.mnscu.edu.
PRESIDENT’S RECOMMENDATION PACKET
COVER SHEET B: COMMITTEE INFORMATION

University Board of Trustees Professional Excellence for ASF Award Committee chair

Please indicate the name and contact information of the individual who chaired the committee that reviewed and suggested the nominee for presidential recommendation. The Committee chair (or designee) will be invited to the Awards Luncheon.

Name ____________________________________________

E-mail ____________________________________________

Title _____________________________________________

Phone Number ___________________________________

Names and titles of Board of Trustees Excellence for ASF Award Committee members

Please include the names and titles of the other members of the Board of Trustees Nomination Committee who reviewed and suggested the Outstanding Educators for presidential recommendation.

Name  Title  E-mail

________________________________  __________________________

________________________________  __________________________

________________________________  __________________________

________________________________  __________________________

________________________________  __________________________

________________________________  __________________________

________________________________  __________________________

WHO NOMINATED THIS FACULTY MEMBER?

Name ___________________________________________ E-mail _______________________________

Name ___________________________________________ E-mail _______________________________
PRESIDENT’S RECOMMENDATION PACKET
COVER SHEET C: CHECKLIST

Materials submitted in conjunction with the recommendation. In addition to this Checklist, the documentation identified below is required as part of the President’s Recommendation Packet. Please verify its inclusion in the recommendation packet by checking the appropriate boxes.

- Cover Sheets A, B, C
- Presidential Endorsement Letter
- PDF copy of portfolio
- 5-Page Committee’s Summary

College or university contact

Please indicate the name and contact information of the individual to be contacted in case questions regarding the recommendation arise.

Name ____________________________________________

E-mail ______________________________________________

Title ______________________________________________

Phone Number ______________________________________

Recommendation packet submission

Completed President’s Recommendation Packet(s), with authorized signatures and the nominee’s Professional Portfolio in its original format and as a PDF file, must be received no later than February 27, 2015 at:

Board of Trustees Award for Excellence in Teaching
botawards@so.mnscu.edu
Minnesota State Colleges and Universities
30 7th Street E., Suite 350
Saint Paul, MN 55101

Questions may be addressed to:
Lynda Milne
Academic and Student Affairs, 651.201.1887
lynda.milne@so.mnscu.edu