California State University San Marcos
HARRY E. BRAKEBILL
DISTINGUISHED PROFESSOR AWARD

Academic Affairs
PROCEDURE
FAC 217-02

Effective Date: 7 / 19 /2019

Definition: The process to be used to recognize one of our faculty members each year as the Harry E. Brakebill Distinguished Professor.

Authority: President of the University.

Scope: CSUSM Faculty.

Ellen J. Neufeldt, President — 7/19/19 Approval Date

Kamel Haddad, Interim Provost & Vice President for Academic Affairs — 7/16/19 Approval Date

Revision 5: 7 / 19 /2019
Revision 4: 04/12/2016
Revision 3: 07/22/2015 *(name change only; supersedes "Faculty Award Policy" approved 4/15/2014)*
Revision 2: 04/15/2014
Revision 1: 07/25/2013
Implemented: 11/06/2002

Approved by the Academic Senate - 4/24/2019

I. FACULTY AWARDS SELECTION COMMITTEE

The Faculty Awards Selection Committee shall recommend a Brakebill recipient to the president. The Academic Senate shall conduct elections for this committee during its Spring election. The committee shall consist of one faculty representative from each College/Library, one part-time faculty representative, one at-large member from former recipients of the Brakebill Award, one student (recommended by ASI), and an administrator recommended by the provost. Members of the committee may not nominate candidates for the award.

II. BRAKEBILL DISTINGUISHED PROFESSOR AWARD

Although we recognize that there are many outstanding faculty members at California State University San Marcos (CSUSM), each year we would like to honor one of our faculty to highlight exceptional accomplishments. This Award is given to faculty on the basis of outstanding contributions to their students, to their academic disciplines, and to their campus communities through their teaching; research, scholarship, or creative activity; and service.

A. Who May Be Nominated?

All CSUSM instructional faculty and librarians (lecturer and tenure-track) who have been employed at CSUSM for at least five years are eligible to be nominated for the Brakebill Award by colleagues, students, former students, alumni, and/or staff. Nominees shall acknowledge their willingness to participate by sending an acceptance letter to the Academic Senate Office. Members of the Selection Committee may not accept nominations for the award.

B. How Are Faculty Nominated?

The individual nominating a faculty member must formally submit a letter that substantiates the nomination to the Senate Office. This letter shall indicate how the nominator knows the nominee, a statement of their qualifications as an outstanding professor, and, if a student, courses they have taken from the nominee. The same individual(s) shall assist the nominee in obtaining the necessary letters of support. It is recognized that most faculty have excellent records at CSUSM. However, the record of outstanding performance is often not well documented by the faculty members themselves. It is awkward for a faculty member to solicit such documentation on their own behalf. It is important that others in the campus community assist nominees in the development of a dossier that accurately represents the individual's performance and impact in teaching as well as the other areas of consideration. Individuals who are invited to submit letters of support should be aware that the dossier is open to the nominee who prepares it.

C. What Are The Criteria On Which Nominees Will Be Judged?

The evaluation of a nominee's file will focus on evidence of: excellent teaching practices, achievements in research, scholarship, or creative activity, and high quality service to the university and community. Anticipating that several excellent faculty will be nominated, in its evaluation of files the committee will seek the nominee with the best record across these three areas. The committee shall make its recommendation based solely on the materials submitted.

The file will include the following:

1. Complete curriculum vitae.

2. No more than 16 written statements of support, (Each statement should identify the author, specifically address the Faculty Awards Selection Committee – Brakebill Distinguished Professor Award, and describe the types of evidence used as a basis for judgment.). These statements of support will consist of:
   a. The nomination letter(s)

   b. Statements from colleagues, administrators, and/or community members

   c. Statements from present and former students

3. Five pages (single-spaced, single-sided) of narrative on teaching philosophy, research activity and achievements as member of the campus and broader community.

4. Up to 10 items comprised of the following:
   a. Evidence of achievements as a teacher: (One to four course packets that include syllabus, lesson plans, student evaluations with comment sheets; other items of the nominee's choice). No graded student work shall be included, unless student names are concealed or removed to ensure compliance with FERPA.

   b. Evidence of achievements in research, scholarship, or creative activity (e.g., publications, funded grant proposals, research awards)

   c. Evidence of achievements as a member of the campus and the broader communities (e.g., service awards, products of services provided)

For the sake of fairness, and in consideration of FASC members' time for review, nominees are cautioned against "bundling" multiple items together and presenting them as one item (apart from the course packets explicitly mentioned in II.C.4.a above). Nominees are encouraged to consult the Academic Senate document, "What is an Item?" (appended to the University Standards for Retention, Tenure, and

Promotion) in order to learn more about what constitutes "bundling" and how to avoid it. Nominees are encouraged to present that sample of documentation which best presents their professional achievements, in case of a surfeit of evidence.

File documents must be submitted electronically to the office of the Academic Senate. File documents shall be unlocked, for reviewers' ease of access. Materials that cannot be filed electronically (e.g., books) may be housed at the office of the Academic Senate.

The office of the Academic Senate notifies all faculty nominated for the award and provides detailed instructions. The Senate office will keep the identity of the nominees, and all deliberations, confidential.

D. How Is The Brakebill Award Recipient Honored?
The University shall provide funds to allow a substantial award and meaningful recognition in honor of the Brakebill award recipient.

III. PROCEDURE

The following defines the process used at California State University San Marcos to recognize one of our faculty each year as the Harry E. Brakebill Distinguished Professor.

Timetable:

Spring: Call for candidates for the Faculty Awards Selection Committee. Committee selection shall be part of the Academic Senate election process.

First week April: Distribution of information on the Brakebill Award, the timeline, and the nomination process by the Academic Senate office.

Third Week May: Last day to nominate for the Brakebill Award. Nominations due in Academic Senate Office no later than the last day of the semester.

Third week May: Selection Committee shall have met and elected its chair. Name of the chair shall be forwarded to the Academic Senate Office no later than the last day of the semester.

First week June: Acceptance letters due in Academic Senate Office from Brakebill nominees.

Summer: Preparation of Brakebill dossiers.

Third week September: Dossiers due in Academic Senate office. Selection Committee starts its review process.

Third week October: Recommendation for the Brakebill recipient due to the president.

By the end of November: President informs campus community of Brakebill recipient.

Notification Of Nominees Regarding Results:
After the president has selected the Brakebill recipient, and before public announcement of the recipient, all nominees will be notified as follows:

- The President's Office will notify the FASC Chair of those nominee(s) *not* selected by the President as the Brakebill recipient.
- Within 72 hours, the FASC Chair will email those nominees that they have not been selected, Cc'ing the President's Office.
- Notifications from the FASC Chair will recognize those nominees for the significant honor of their original nomination; will thank those nominees for their contributions to CSUSM, as well as their time in preparing dossiers; and will encourage all nominees to re-apply for similar awards in the future, if nominated.
- The President's Office will allow 72 hours for non-recipient nominees to be notified by the FASC Chair, before public announcement of the Brakebill recipient.
- Prior to the public announcement, the President (or designee) will notify the Brakebill recipient.