

College Awards Policies & Procedures

Annually, the Woody L. Hunt College of Business recognizes the talents and efforts of its faculty and staff. This document summarizes the policies and procedures related to the various College awards: teaching, research, community engagement, and exemplary staff.

Teaching Awards:

UTEP's mission of access and excellence is reflected in the quality of teaching performed by our faculty members. Recipients of the Teaching Excellence Awards are selected based on a variety of criteria, including extraordinary classroom performance, the ability to engage and inspire students both inside and outside the classroom, and the use of innovative, assessment-enhanced activities in the learning process. These awards reflect our commitment to continual assessment and improvement of teaching practices.

Objectives:

The College aims to recognize its best teachers through a rigorous nomination and selection process. The entire awards process addresses several key objectives:

- Increase awareness about excellence in teaching among faculty, students, staff, alumni, and the local community.
- Establish a rigorous process that aligns with the requirements of the University and UT System Awards.
- Engage faculty in issues related to pedagogy and expose them to activities leading to an enhanced learning environment, such as scholarship of teaching, sustained teaching excellence, innovative teaching methods, and the development of a sound teaching philosophy.
- Promote a culture of assurance of learning and continuous improvement regarding teaching practices.
- Encourage accountability in teaching through peer teaching observations and reviews of teaching.
- Reward excellent teachers and encourage aspiring teachers to engage in efforts to improve their teaching performance.

Procedure:

A call for nominations is disseminated to current students, faculty, and alumni. Students, faculty, and alumni may nominate a faculty member by completing an online nomination form. The coordinator of the Teaching Excellence Awards will monitor the nomination process and actively solicit nominations to increase both the quality and diversity of nominations across programs, faculty, students, and alumni. After the nomination window has closed, all nominees are informed of their nomination.

Each nominee must submit the following five documents in PDF portfolio format:

- Complete an up-to-date curriculum vitae or resume; highlight activities related to teaching and mentoring of students.
- Statement of teaching philosophy.

- List of innovative teaching and student mentoring activities.
- Empirical evidence that helps demonstrate effective teaching, including:
 - a. Student evaluations. A summary table of all teaching evaluations from students over the previous three years for two items: “overall course” and “instructor.” - new faculty members (less than three years) are asked to submit all available evaluations.
 - b. Peer observations. A peer observation of teaching conducted through classroom observation by a colleague in the preceding two-year period, if available.
 - c. Other relevant evidence, if available.

Nominees will not be considered for an award unless they provide all information requested on or before the deadline. No late nominations or information from the nominees will be accepted.

Eligibility:

All faculty members who have been at UTEP for at least two years are eligible for the Teaching Excellence Awards.

Composition of Awards Selection Committee:

The Awards Selection Committee will be comprised of six members: the recipient of last year’s teaching excellence award winner will serve as the chair of the committee, faculty members representing each of the three academic departments (3), and two students (one UG and graduate) selected by the Associate Dean for Assessment and Undergraduate Programs.

No faculty member should serve on the committee if s/he has been nominated for an award. Members of the committee must discuss any conflicts of interest (e.g., nominating an individual for an award) at the outset of the deliberation process and abstain from the selection of any award in which there is a conflict.

Teaching Award Categories:

Depending on the availability and quality of nominations and the information provided by the nominees, the following awards will be available for possible conferral annually:

- College of Business Teaching Excellence Award: this is the highest teaching award, and the recipient must demonstrate excellence in at least two of the selection criteria listed below.
- Award for Excellence in Teaching Innovation; recognizes new, creative, and unusual pedagogical activities and learning assessment methods.
- Teaching Excellence Award for Student’s Intellectual and Career Development; recognizes outstanding service to students through mentoring, advising, co-authoring, curriculum and program creation, grant-writing, community engagement, and other activities conducive to students’ educational and professional success.
- Teaching Excellence Award for Scholarship of Teaching and Learning; recognizes the generation and dissemination of knowledge regarding pedagogical issues.

- Teaching Excellence Award by a Part-Time Instructor. A part-time faculty member can only receive this award once in a three-year period and must have taught for at least two years in consecutive semesters or parts of term.

Selection Criteria:

The following criteria must guide each committee's selection of award winners:

- Sustained teaching excellence and extraordinary commitment to teaching: Nominee provides evidence of excellence in teaching in the form of student success and peer observations over time. The nominee shows an unusually high commitment to teaching through sustained acts of mentoring, advising, and engaging students in and out of the classroom.
- Innovation in the classroom: The nominee provides evidence of incorporating new, creative, and unusual pedagogical activities and learning assessment methods.
- Impact on student's intellectual and career development: Nominee offers evidence of impact on student development via mentoring and advising, engagement in grant-writing, engaging in research with students, assisting students with internships, curriculum and program development, the production of intellectual products with students such co-authored academic papers, and/or other application-based activities.
- Effective and inspiring links between teaching and scholarship: The nominee studies pedagogical methods in a scientific manner and generates new knowledge through academic papers and presentations, guides, and books on teaching and learning.
- Pedagogical leadership: The nominee provides evidence of active participation in workshops and conferences related to teaching and learning as a leader and organizer. The nominee shows leadership in the department, college, and University by engaging in activities such as conducting peer observations, offering workshops on teaching and learning, and mentoring other faculty members and Ph.D. students with regard to teaching.

Each committee member is expected to carefully review the nomination(s) and materials supplied by nominees and then fill out an evaluation spreadsheet. The completed spreadsheet must be sent to the chair of the committee prior to the selection committee meeting. The committee chair should then compile all information and provide a summary spreadsheet prior to the committee meeting. At its discretion, the committee might ask nominees to provide additional information, although such practice should be avoided in order not to overburden nominees. The committee must maintain the principle of confidentiality in discussions and the goodwill of all nominees. Committee deliberations should stay within the committee.

II) Research Awards:

In March, the Deans Office will scan Digital Measures for all publications published or accepted from January of the previous year, onwards. To be eligible for research awards these papers must:

- Be accepted or published in the prior calendar year.
- Have a rating of A* in the most recent ABDC ranking.
- The associated institution is UTEP (to be verified from the Journal's website).

- The paper has not more than 5 authors, consistent with COBA's merit evaluation policy.
- Have not won the award in earlier years (note that this is possible, given the time lag between acceptance and publication).

All publications that meet these criteria will be assigned based on the home subject area of the authors (i.e., Management, Marketing, Operations & Supply Chain Management, Economics, Finance, Accounting, and Information Systems). Note that if an area has no qualifying papers, no award will be issued in that area. Then, if needed, a committee consisting of previous winners (provided they do not have competing papers) will select the winners in each subject area and select the winner of the research award. In the case of competing papers with an A* rating, ranking will be determined by (UTD ranking, FT ranking, AJG ranking, or H-index from SJR).

Research Award Categories:

- Hunt College Research Award: this is the highest research award, and the recipient must demonstrate excellence based on the criteria mentioned above.
- Research award per field (up to 7 fields).

III) Faculty Service Award:

Each year, the Dean, in consultation with Department Chairs, will select winners of the Faculty Service Awards. There will be one award per Department. These are awarded to individuals who exemplify the spirit of service from which the College, the Department, and their stakeholders' benefit.

IV) Staff Awards:

Each year, the Dean, in consultation with the Executive Committee, will select winners of the Exemplary Staff Award. This award will be awarded to a staff member who has gone above and beyond their respective duties to advance the mission of the College. Nominations will be solicited annually from students, faculty, staff, and alumni in the form of a survey. To be eligible for the staff awards:

- Staff members must be full-time employees and must have worked for at least two years at the college.
- Nominations must clearly articulate a series of accomplishments and/or actions taken by a staff member that illustrates the exemplary performance over time rather than one event.
- Consideration will be given for years of service to the College.
- Staff members with low-performance evaluations and/or on performance plans will not be considered for these awards.