

COLLEGE OF EDUCATION GUIDELINE

Policy Title: Annual College Awards

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Functional Area: General Administration

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Responsible Office:	Academic and Faculty Affairs
Policy Primary Contact:	Associate Dean for Academic and Faculty Affairs
Applies to:	College of Education Faculty and Staff

A. INTRODUCTION

This guideline provides direction for the College of Education annual award submissions, nominations, and decision-making process.

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C. POLICY STATEMENT

Each spring, the Awards Taskforce of the College of Education (COE) invites nominations for the COE Outstanding Researcher, Teacher, Service, Staff, Lecturer, and Student Employee awards. These awards are intended to recognize excellence within the COE community of educators and scholars. The submission deadline for award nominations will be in April as determined by the Awards Taskforce. All college faculty and staff will be notified via mass email of the awards criteria and nomination procedures. The Dean in consultation with the Academic Leadership Team will also identify a recipient for the Equity, Inquiry, and Innovation Partner Award. Each awardee will be presented with a plaque at the college-wide meeting at the end of the spring semester.

1. Awards Committee

The Awards Taskforce will consist of one faculty representative from each department and one staff member. The department and staff representatives will default to a staff member or individual in the department who received an award in the previous year. The taskforce will evaluate all nominations according to the established criteria and the general rubric. The Associate Dean will act as an ex officio member of the taskforce and will provide a tie-breaking vote when necessary.

2. Nomination Procedure

Any faculty or staff member in the College of Education may nominate individuals for awards. COE department chairs should encourage nominations. Individuals making a nomination shall submit a nomination letter describing the nominee’s excellence in the selected category.

3. Evaluation of Nominees

The taskforce will evaluate all nominations according to the established criteria and the general rubric. The taskforce will recommend award winners for final approval by the Dean.

General Rubric

Poor 1	Fair 2	Good 3	Excellent 4
No evidence is demonstrated	Some evidence is demonstrated	Compelling evidence is demonstrated	Overwhelming evidence as demonstrated

D. OUTSTANDING RESEARCHER AWARD

For a faculty member who has demonstrated excellence in research, scholarly, and/or creative work.

1. Guidelines and Eligibility

- All full-time faculty with research duties (**tenure-track/tenured and research faculty**) who have been employed at the College of Education for **at least two consecutive years**.
- Those who have received an award are not eligible for another award in the same category within three years.
- Anyone from the College of Education may nominate a faculty member for this award. Self-nominations are accepted.

2. The nomination letter should describe the nominee’s excellence in research (up to 2 pages). Nominees will be evaluated according to:

- High-impact publications
- External grant awards
- Community-engaged scholarship
- Guiding student research

E. OUTSTANDING TEACHER AWARD

For a faculty member who has demonstrated excellence in teaching.

1. Guidelines and Eligibility

- All regular faculty with teaching duties (**tenure-track/tenured, instructional, and clinical faculty**) who have been employed at the College of Education for **at least two consecutive years**.
- Those who have received an award are not eligible for another award in the same category within three years.
- Anyone from the College of Education may nominate a faculty member for this award. Self-nominations are accepted.

2. The nomination letter should describe the nominee’s excellence in teaching (up to 2 pages). Nominees will be evaluated according to:

- Advising and mentoring of undergraduate and/or graduate students
- Implementation of research and theory in their classroom practice
- Course design and/or redesign
- Inclusive education practices
- Community-based educational outreach

F. OUTSTANDING SERVICE AWARD

For a faculty member who has demonstrated excellence in service provided to the College of Education, the campus community and the wider community by serving on committees and performing public service.

1. Guidelines and Eligibility

- All regular faculty (**tenure-track/tenured, instructional, research, and clinical faculty**) who have been employed at the College of Education for **at least two consecutive years**.
- Those who have received an award are not eligible for another award in the same category within three years.
- Anyone from the College of Education may nominate a faculty member for this award. Self-nominations are accepted.

2. The nomination letter should describe the nominee's excellence in service (up to 2 pages). Nominees will be evaluated according to:

- Demonstration of service impact beyond the classroom
- Mentoring other faculty members
- Membership and leadership on the department, college, and campus initiatives
- Professional leadership and service to the university system, community, and professional organizations

G. OUTSTANDING STAFF AWARD

For a staff member, classified or professional exempt, who has demonstrated initiative and effort over and above standard job requirements.

1. Guidelines and Eligibility

- All **classified and professional staff** who have been employed at the College of Education for **at least one year**.
- Those who have received an award are not eligible for another award in the same category within three years.
- Anyone from the College of Education may nominate a staff member for this award. Self-nominations are accepted.

2. The nomination letter should describe the nominee's excellence in administrative support (up to 2 pages). Nominees will be evaluated according to:

- Efforts in staff development or DEI
- Initiative and effort over and above standard job duties to contribute to the effectiveness and efficiency of COE operations
- Assisting other staff, faculty, students, and the community consistently and respectfully
- Exhibiting effective communication/listening skills, critical thinking, problem-solving, social awareness/empathy, responsibility and accountability, reliability, and follow-through
- Participation in UCCS university-related activities or committees

H. OUTSTANDING LECTURER AWARD

For a lecturer who has demonstrated excellence in teaching.

1. Guidelines and Eligibility

- All **lecturer** faculty who have taught at least one course in the **current academic year**.
- Those who have received an award are not eligible for another award in the same category within three years.
- Anyone from the College of Education may nominate a lecturer for this award. Self-nominations are accepted.

2. The nomination letter should describe the nominee's excellence in teaching (up to 2 pages). Nominees will be evaluated according to:

- Implementation of research and theory in their classroom practice
- Course design and/or redesign
- Inclusive education practices
- Efforts made to improve instructional skills

I. **OUTSTANDING STUDENT EMPLOYEE AWARD**

For a student employee who has demonstrated initiative and effort over and above standard job requirements.

1. Guidelines and Eligibility

- All **full-time students** who have been employed at the College of Education in the **current academic year for at least one semester**.
- Those who have received an award are not eligible for another award in the same category within three years.
- Anyone from the College of Education may nominate a student work for this award.

2. The nomination letter should describe the nominee's excellence in their work (up to 2 pages). Nominees will be evaluated according to:

- Demonstrated leadership ability
- Initiative and effort beyond normal participation in activities, services, and citizenship at UCCS and in the community
- Assist other student employees, staff, faculty, students, and the community consistently and respectfully
- Exhibiting effective communication/listening skills, critical thinking, problem-solving, social awareness/empathy, responsibility and accountability, reliability, and follow-through
- Participation in UCCS university-related activities or committees

Notes

1. History:
Initial guideline approval October 1, 2024 by Interim Dean Joe Wehrman