CAL STATE LA
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

MEMO

Date: May 7, 2026

To: Jessica DeShazo, Chair
Academic Senate

From: Lettycia Terrones, Chair
Faculty Policy Committee

Copies: E. Porter, E. Heise, M. Hisagi, R. Roquemore, V. Dom

Subject: Proposed Policy Modification for Chapter VIII(Other Opportunities: Resources, Facilities, and Benefits) of the Faculty Handbook: **Outstanding Professor Awards Policy Modification (FPC 25-5)**

In the AY 2025 – 2026, the Executive Committee of the Academic Senate charged FPC to reassess and revise our current Outstanding Professor Awards Policy for tenure line faculty to better align the policy with the full scope of faculty responsibilities to include research and scholarship and service to the University and community. In its current form, the policy puts more weight on teaching than on the other performance categories. Furthermore, faculty nominees were unclear about what was expected from them and received conflicting recommendations from past awardees. In addition, the Selection Committee members were often frustrated by the vastly inconsistent and often excessive files they had to review making sound decisions difficult, and the limited institutional knowledge transfer as membership to the committee changes each year. Finally, the faculty as whole had voiced more than once concerns about the inclusion of assistant professors in the selection committee.

FPC formed a subgroup (Fall 2025: Drs. Miwako Hisagi and Manveen Kaur) who initially examined the practices of other CSUs regarding outstanding professor awards and reported back to FPC as a whole. While some CSU campuses offer individual awards for various categories, FPC decided to maintain the holistic nature of our prestigious awards in the belief that truly outstanding tenure line professors perform at high achievement levels in all four categories (A1 teaching, A2 teaching related, B research and scholarship, and C service to the University and community) even though with varying contributions to each category. In addition, selecting only one faculty for one specific category was felt to be too restrictive as our faculty excel in more than one category, and it cannot be guaranteed that every year an outstanding faculty in each category would be among the nominees. Furthermore, introducing more awards would increase the workload for the selection committee and it was felt that by increasing the number of awards the honor would be diluted. Finally, there was a concern regarding the financial implications of increasing the number of awards.

Thus, FPC decided to retain our current overarching outstanding professor awards for the tenure line faculty but clearly include excellence in research/scholarship and service to the University and community as criteria in addition to teaching performance, and allow nominees to have exceled in these areas with individual weight distribution among the categories. This flexibility was felt to be important as our faculty's achievements are very varied.

The FPC subgroup also discovered that other CSUs provide clear guidelines for the preparation of the materials to be submitted for review by the award selection committee. This was considered to be of high value (of note a clearer guidance is already provided for the outstanding lecturer award at Cal State LA) and FPC decided to substantially revise our guidelines for the Outstanding Professor Award. To better guide the revision, FPC also invited past members of Outstanding Professor Awards Selection Committees and past Outstanding Professor Award recipients to share their experiences and hear their recommendations.

With respect to the Outstanding Lecturer Award, FPC recognized that the number of lecturers has substantially increased over the years and by headcount lecturer faculty outnumber tenure line faculty. Therefore, FPC unanimously agreed to increase the number of outstanding lecturer awards from one to two. Since no systematic issues in the selection of outstanding lecturer recipients were reported by the past selection committee members, FPC decided against introducing additional major changes to the Outstanding Lecturer Award policy.

In Spring 2026, the FPC subgroup (now composed of Drs. Miwako Hisagi and Edith Porter) developed first an outline for key changes to the policy that were then deliberated with FPC as a whole. FPC decided on the following changes: limitations in the materials provided by the Outstanding Professor Awards nominees, a requirement that all members of the selection committee are tenured and at least two must be full professors, and that the terms for the selection committee members are two staggered years. FPC decided to exclude assistant professors on the selection committee for two main reasons: first the workload at this University level committee is substantial and it is important to protect assistant professors' time prior to tenure; and second, committee service of this type is better aligned with faculty who have more experience with the full range of performance expectations and evaluation standards.

Thereafter, the subgroup modified the policy accordingly. As the policy also addresses the President's Distinguished Professor Award and the Outstanding Lecturer Award, the subgroup streamlined the three award sections and presented this draft to FPC. FPC discussed these changes and provided further input. Finally, since the policy includes awards for tenure line faculty (professors) and lecturers (who sometimes are referred to as professors also), FPC decided to change the title of the policy to Outstanding Faculty Awards and include a brief introduction to the three types of awards upfront.

After the last round of revisions by the subgroup, all FPC members had an opportunity to review and revise the policy modification
FPC presents here, after a yearlong reiterative process and external consultation, the substantially revised Outstanding Professor Awards Program Policy, now named Outstanding Faculty Awards Program. FPC strongly believes that the proposed changes would greatly facilitate the process of

identifying our outstanding faculty to be honored with this award for both parties, the nominees and the Selection Committee.

In the following are the line-by-line changes highlighted.

- **Line 3:** This section is about all three types of awards; thus, the header Outstanding Professor Awards is misleading.
- **Lines 4 – 12**: This introduction was deleted here as it contains information that is provided in the main text below. This section also emphasizes teaching only whereby FPC proposes to confer the Outstanding Professor Awards for achievements in the other performance categories as well.
- **Line 14:** Replaced section header "Outstanding Professor Awards Program and President's Distinguished Professor Award" with Outstanding Faculty Awards Program. Replacing Professor with Faculty was done since the program includes awards for tenure line faculty (professors) and lecturers (who sometimes are referred to as professors also) and all tenure line professors and lecturers are faculty. The reference here to the President's Distinguished Professor Award was removed as a title item because of falls under the Outstanding faculty Awards program.
- Lines 19 – 39: The original lines 19 – 26 were deleted and replaced with the new lines 27 – 39. This was done to clarify that all four performance categories are valued equally, and nominees may excel in categories other than teaching and still be eligible for the award. The introduction to the awards was revised to reflect the inclusion of all categories in the performance evaluation and to give a brief overview of the three types of awards that are covered under this program, namely the Outstanding Professor Awards, the President's Distinguished Professor. The reference to eligibility was moved into a new section called "Eligibility" (Lines 62 – 64).
- **Lines 41 – 58**. Since all three awards are selected by the same committee, we propose to describe the selection committee up front.
- **Lines 47 – 49**: The faculty membership of the Selection Committee is now limited to tenured faculty only, and at least two of the five faculty members must be at the rank of Full Professors. Assistant professors are excluded from Selection Committee for two main reasons: first, it is important to protect assistant professors' time prior to tenure; and second, committee service of this type is better aligned with faculty who have more experience with the full range of performance expectations and evaluation standards.
- **Lines 49 – 50**: Selection Committee membership has been increased from one-year terms with the entire committee newly elected to staggered two-year terms. This will ensure continuity and consistency between the years.
- **Lines 56 – 57**: To ensure that nominees are not reviewed by the same Selection Committee members throughout their three year nomination cycle, it is stated clearly that while Selection Committee members may serve more than once that they cannot serve in

consecutive terms which would amount to a 4 year service exceeding the 3 year nomination cycle.

- **Line 60:** Program has been deleted since the program encompasses all three types of awards and this section is about the oustanding professor award only.
- **Line 61**: Consistent with the other two awards, the number of possible awards for Outstanding Professor Awards is now clearly stated.
- **Lines 62 – 64**: To clarify the eligibility for the Outstanding Professor Awards, a dedicated section on eligibility has been added. Here, it is also clarified that self-nominations are now allowed. This section is also in alignment with the Outstanding Lecturer Award (see line 185).
- **Lines 66 – 70**: A dedicated new section for the criteria for the Outstanding Professor Awards has been added in alignment with the listing of the criteria for the Outstanding Lecturer Award in a dedicated section (see line 193). Importantly, the value of the performance categories other than teaching is expressed. Capturing that our faculty are diverse in their achievements and giving flexibility to the Selection Committee for whom to select the awards, a statement that the weight of the contributions in the different areas may vary was added. However, excellence in all four categories is expected thereby making the award meaningful and ensuring that truly outstanding professors are recipients of this award.
- **Lines 72 – 73**; For clarity, a new heading for the nomination procedures section was added.
- **Line 75: "**Awards" was removed from the Selection Committee's name for consistency.
- **Line 78 – 79**: The reference to emphasizing teaching was removed in line with the new spirit of the award.
- **Lines 79 – 80.** Teaching is now listed as one of the performance categories to be evaluated, and unnecessary words ("in") have been removed for clarity and simplicity.
- **Line 85** and **Line 88**: For consistency, "Selection Committee" is being capitalized.
- **Lines 92 -93**: This statement has been added for clarification of the nomination procedure.
- **Lines 95 – 101**: This text has been deleted. The description of the selection committee membership has been moved further up to lines 41-58.
- **Lines 103 – 124**: This is an entirely new section that clearly describes what the nominee must and what they can submit.
- **Lines 105 – 114**. The required materials to be submitted are described. It is proposed that all nominees must provide, in addition to their *curriculum vitae*, a narrative and supporting materials for all 4 performance categories. This is in line with the value attributed to all four performance categories and will enable the Selection Committee to conduct a comparative review.

- **Line 110:** The length of the narrative is limited to 18,000 characters. This will prevent the Selection Committee from being overburdened and will promote equitable reviews of the nominees.
- **Line 111**: According to the value given to all four performance categories, faculty are required to provide materials for all four categories but can choose which category they wish to emphasize. However, the number of items is limited. This will promote an equitable and comparative review of the nominees and prevent the Selection Committee members from being overburdened.
- **Line 115 – 120:** Letters are included as optional materials as not every faculty feels comfortable soliciting letters. The number of supporting letters is however limited to promote an equitable and comparative review of the nominees and prevent that the Selection Committee members become overburdened.
- **Lines 121:** To discourage faculty nominees from uploading materials in excess to the specified limitations, a statement is made that the Selection Committee members will not review such materials.
- **Lines 122 – 124:** Clarifying text as to who has access to the materials provided beyond the CV has been added here.
- **Lines 124 – 126**: The clarifying statement that all information pertinent to the materials provided by the nominee will be subject of the Selection Committee's deliberations, originally found in a different section of the policy (see lines 141 – 142), has been added here to stay within the context of the nominee's materials.
- **Lines 128 – 131**: A section clarifying what the responsibilities of the University in this process are, has been added.
- **Line 134** and **Line 136**: For consistency, the selection committee is referred to as "Selection Committee" only.
- **Lines 140 – 141**: These lines refer to physical materials in a nominee's file that are no longer provided as the personnel files have all moved to online plat forms. Therefore, these lines were deleted.
- **Lines 141 –143**: The statement that information pertinent to the materials provided by the nominee will be subject to the Selection Committee's deliberations has been moved further up to the section that deals with the materials provided by the nominee (see lines 124-126).
- **Lines 143 – 145**: These lines have been removed as faculty nominees are required to submit their *curriculum vitae,* and all members of the Selection Committee have access to the *curriculum vitae*.
- **Line 147**: For consistency, the Selection Committee is referred to as "Selection Committee".
- **Line 153**: The "types" of awards has been deleted since this section refers to the Outstanding Professor Award only.

- **Line 158**: A new header for the section about the Distinguished President's award has been added for clarity.
- **Lines 159 – 160**: For consistency, a reference to the number of awards per year in this category has been added.
- **Lines 161 – 163**: These lines have been deleted because they were not clear (e.g., what awards are the "University Awards"?).
- **Lines 166 – 175:** Clarifying text about how past Outstanding Professor Award Recipients can compete for the President's Distinguished Professor Award and how their materials are reviewed has been added.
- **Lines 184 – 185**: Instead of one award, two awards will be given annually. The term "non-tenure track faculty" has been replaced with the term "lecturer" to avoid a definition of this group of faculty by negation. To ensure equity among colleges, it is stipulated that the two awards must be from lecturers coming from two different colleges.
- **Lines 216 – 219**: This section has been deleted since there is now a single reference to the Selection Committee, which reviews all three types of awards, at the beginning of the policy (see lines 41 – 58).
- **Line 221:** The following section includes responsibilities of the nominee, and this has now been reflected in the title. Since the lecturer files have less requirements and materials compared to the files submitted for the Outstanding Professor Awards and because there had not been concerns raised by past selection committee members regarding the amount of materials submitted, FPC decided to not add a separate section on the nominee's responsibilities (as done for the Outstanding Professor Award).
- **Line 223:** For consistency, the Selection Committee is referred to as "Selection Committee".
- **Lines 242 - 245**: For clarity, we have added a section on the University's responsibilities in uploading student opinion surveys, peer observations, previous evaluations, and, if applicable, individual professional plans.
- **Lines 247- 249:** These lines were deleted since they were perceived as not informative. It was clarified at the beginning of the policy that the Outstanding Faculty Awards Committee reviews the Outstanding Lecturer Award files along with the files for the other two awards. Thus, it is self-spoken that the timeline of review is the same.

Chapter 8
Other Opportunities: Resources, Facilities, and Benefits

Outstanding Professor Awards

The Academic Senate of California State University, Los Angeles established the Outstanding Professor Awards Program in 1963 in the belief that unusually competent performance and excellence in teaching should be encouraged, rewarded, and publicly acknowledged. The awards are based upon excellence in teaching, scholarship, research, and professional achievement.

Recipients of the Outstanding Professor Awards are selected by a faculty committee, assisted by the Alumni Association and the Associated Students. The committee seeks nominations from members of the faculty, students, and alumni. Student perceptions play an important role in the process. The following policies and procedures govern the selection of award winners.

The Outstanding Professor FACULTY Awards Program and President's Distinguished Professor Award

(Senate: 5/2/63, 1/12/67, 10/25/77, 7/9/80, 8/12/80, 5/24/88, 11/25/97; President: 5/14/63, 1/23/67, 11/10/77, 7/28/80, 8/18/80, 8/11/88, 12/17/97)

Outstanding professional performance, which must include excellence in teaching, should be encouraged, rewarded, and publicly acknowledged by a program of official awards. This program is designated the "Outstanding Professor Awards Program."

While these awards are to be made primarily for excellence of teaching, significant achievements are expected in scholarly inquiry or creativity, in professional activities, and in service to the campus and community. All full-time faculty members are eligible for nominations for such awards.

THE OUTSTANDING FACULTY AWARDS PROGRAM, WHICH HAS EVOLVED FROM THE OUTSTANDING PROFESSOR AWARDS PROGRAM ESTABLISHED IN 1963 BY THE ACADEMIC SENATE OF CALIFORNIA STATE UNIVERSITY, LOS ANGELES, IS FOUNDED ON THE BELIEF THAT EXCELLENCE IN TEACHING, SCHOLARSHIP, RESEARCH, PROFESSIONAL ACHIEVEMENT, AND SERVICE TO THE UNIVERSITY AND COMMUNITY SHOULD BE ENCOURAGED, REWARDED, AND PUBLICLY ACKNOWLEDGED. THERE ARE THREE TYPES OF AWARDS IN THE OUTSTANDING FACULTY AWARDS PROGRAM; THE OUTSTANDING PROFESSOR AWARD FOR OUTSTANDING TENURE-LINE PROFESSORS, THE PRESIDENT’S DISTINGUISHED

PROFESSOR AWARD FOR DISTINGUISHED PAST OUTSTANDING PROFESSOR AWARD RECIPIENTS, AND THE OUTSTANDING LECTURER AWARD FOR OUTSTANDING LECTURERS. RECIPIENTS FOR ALL THREE AWARDS ARE SELECTED BY THE OUTSTANDING FACULTY AWARDS SELECTION COMMITTEE.

OUTSTANDING FACULTY AWARDS SELECTION COMMITTEE

THE MEMBERSHIP OF THE OUTSTANDING FACULTY AWARDS SELECTION COMMITTEE ("SELECTION COMMITTEE") IS COMPOSED AS FOLLOWS:

1. FIVE FACULTY MEMBERS SELECTED BY THE ACADEMIC SENATE, THROUGH ITS NORMAL PROCEDURES, WHO ARE SUBJECT TO THE PROVISIONS OF THE SECTION TITLED "POLICY FOR COMMITTEES THAT MAKE AWARDS TO INDIVIDUAL FACULTY MEMBERS." ALL FACULTY MEMBERS MUST BE TENURED AND AT LEAST TWO MUST BE FULL PROFESSORS. FACULTY COMMITTEE MEMBERS SERVE FOR TWO-YEAR TERMS IN A STAGGERED FASHION.
2. ONE REPRESENTATIVE FROM THE ALUMNI ASSOCIATION WHO IS ANNUALLY SELECTED.
3. THE PRESIDENT OF THE ASSOCIATED STUDENTS OR DESIGNEE WHO IS ANNUALLY SELECTED. THE SAME PERSON SHALL SERVE THROUGH THE COMPLETION OF THE COMMITTEE'S DELIBERATIONS.

SELECTION COMMITTEE MEMBERS MAY SERVE MORE THAN ONCE BUT NOT IN CONSECUTIVE TERMS.

ALL COMMITTEE DELIBERATIONS ARE CONFIDENTIAL.

Outstanding Professor Awards Program.UP TO FOUR OUTSTANDING PROFESSOR AWARDS ARE GIVEN ANNUALLY.

I. ELIGIBILITY:

ALL FULL-TIME TENURE LINE MEMBERS ARE ELIGIBLE TO BE NOMINATED FOR SUCH AWARDS. SELF-NOMINATIONS ARE NOT ALLOWED.

II. CRITERIA:

SIGNIFICANT ACHIEVEMENTS ARE EXPECTED IN TEACHING, SCHOLARLY INQUIRY OR CREATIVITY, PROFESSIONAL ACTIVITIES, AND SERVICE TO THE CAMPUS AND COMMUNITY WHEREBY THE WEIGHT OF THE CONTRIBUTIONS IN THE DIFFERENT AREAS MAY VARY.

III. NOMINATION PROCEDURES FOR THE OUTSTANDING PROFESSOR AWARD:

Nominations are accepted from three sources:

1. **Alumni Association.** The Awards Selection Committee requests the Board of Directors of the Alumni Association to notify annually all members of the Alumni Association regarding the awards and to invite nominations. A nomination form is available from the Board. This form indicates that while these awards are to be made primarily for excellence of teaching, significant achievements are expected in TEACHING, scholarly inquiry or creativity, in professional activities, and in service to the campus and community. The form also requests the nominator to comment directly and pertinently about the nominee. In addition to the nomination itself, the form requests information such as the date and title of any course taken with the nominee, the degree held by the nominator and the date thereof, and the signature of the alumnus or alumna.
2. **Students.** The current year's sSelection cCommittee announces the awards program on campus and accepts nominations from either previously or currently enrolled students on an appropriate form similar to that provided for in the section above.
3. **Faculty Members.** The current year's sSelection cCommittee notifies all faculty members of the awards program and, through a form similar to that provided for above, invites nominations for the awards. All nominations are to be transmitted to the current year's selection committee. SELF-NOMINATIONS ARE NOT ALLOWED.

ACADEMIC SENATE WILL CONFIRM THAT THE NOMINEE AGREES TO BE CONSIDERED FOR THE AWARD AND PROVIDE THE NECESSARY MATERIALS.

The Selection Committee is assembled annually and is composed of:

1. Five faculty members selected by the Academic Senate, through its normal procedures, who are subject to the provisions of the section titled "Policy for Committees That Make Awards to Individual Faculty Members."
2. One representative from the Alumni Association.
3. The President of the Associated Students or designee. The same person shall serve through the completion of the Committee's deliberations.

III. RESPONSIBILITIES OF THE OUTSTANDING PROFESSOR AWARD NOMINEE:

REQUIRED MATERIALS:

- ALL NOMINEES MUST PROVIDE AN UP-TO-DATE *CURRICULUM VITAE,* A NARRATIVE HIGHLIGHTING THEIR KEY CONTRIBUTIONS, AND SELECTED EXAMPLES FOR THEIR ACHIEVEMENTS. THE *CURRICULUM VITAE* WILL BE SHARED WITH ALL SELECTION COMMITTEE MEMBERS.
- THE NARRATIVE IS LIMITED TO 18,000 CHARACTERS INCLUDING SPACES.
- THE SELECTED EXAMPLES TO SUPPORT THE ACHIEVEMENTS IN THE CATEGORIES A1 TEACHING, A2 TEACHING RELATED, B PROFESSIONAL ACHIEVEMENT, AND C SERVICE ARE LIMITED TO TWELVE ITEMS IN TOTAL WITH AT LEAST ONE ITEM PER CATEGORY.

OPTIONAL MATERIALS:

- NOMINEES MAY PROVIDE SOLICITATED LETTERS SUPPORTING THE NOMINEE'S ACCOMPLISHMENTS. SUCH LETTERS ARE LIMITED TO FIVE AND SHOULD, WHERE POSSIBLE, REFLECT DIFFERENT PERSPECTIVES (E.G., STUDENTS', COLLEAGUES', COLLABORATORS') AND SPEAK TO THE NOMINEE'S IMPACT.

MATERIALS EXCEEDING THE LIMITS SPECIFIED ABOVE WILL NOT BE REVIEWED. ONLY FACULTY MEMBERS OF THE SELECTION COMMITTEE HAVE ACCESS TO THE NARRATIVE, ADDITIONAL SUPPORTING MATERIALS, AND LETTERS PROVIDED BY THE NOMINEE. HOWEVER, ALL INFORMATION PERTINENT TO THE MATERIALS PROVIDED BY THE NOMINEE WILL BE SUBJECT OF COMMITTEE DELIBERATIONS AT CONFIDENTIAL MEETINGS.

IV. UNIVERSITY RESPONSIBILITIES:

THE UNIVERSITY MAKES AVAILABLE STUDENT OPINION SURVEY RESULTS, PEER OBSERVATIONS OF INSTRUCTION, PREVIOUS WRITTEN EVALUATIONS AND, IF APPLICABLE, INDIVIDUALIZED PROFESSIONAL PLANS.

The Outstanding Professor Awards Selection Committee annually asks nominees to provide written authorization for access to their official files by all faculty members serving on the SELECTION Committee and permission for the entire SELECTION cCommittee to discuss information so gathered in their deliberations. Nominations and other materials submitted in support of a nominee for an award shall be placed in the nominee's official personnel file if no objection to such placement is registered by the nominee.* The file shall be made available to all members of the Selection Committee who hold faculty status. Materials will

not be removed from any official file, but records made by faculty members on the Committee regarding achievements pertinent to the award will be the subject of Committee deliberations at confidential meetings. Faculty nominees are encouraged to submit current curricula vitae to the Outstanding Professor Awards Selection Committee. These vitae shall be available to the entire committee.

The SELECTION Committee may seek additional information, for example, by surveying current and former students and consulting qualified persons in the nominee's field about the nominee's scholarship and professional achievements. All information gleaned from the nominee's official file shall be held in strict confidence by the Selection Committee.

Consideration of nominees will be limited to a three-year period including the year of their most recent nomination. The type and number of the awards will be determined annually by the Selection Committee, with the provision that no more than four awards be conferred in any given year. A recipient of the award shall not be eligible for a future Outstanding Professor Award at this University.

PRESIDENT'S DISTINGUISHED PROFESSOR AWARD

ONE PRESIDENT'S DISTINGUISHED PROFESSOR AWARD WILL BE MADE EACH ACADEMIC YEAR.

Procedures for selecting nominees for the President's Distinguished Professor award shall be identical to those of the university award, particularly with respect to authorization for access to official files. Only past recipients of the Outstanding Professor Award who are continuing full-time faculty and who have not received the President's Distinguished Professor Award are eligible for the President's Distinguished Professor Award, if they authorize access to their official file AND SUBMIT THE REQUIRED MATERIALS. OUTSTANDING PROFESSOR AWARDEES ARE AUTOMATICALLY PLACED ON THE PRESIDENT'S DISTINGUISHED PROFESSOR AWARD LIST MAINTAINED BY THE ACADEMIC SENATE OFFICE AND MAY SUBMIT THEIR CURRICULUM VITAE, A NARRATIVE HIGHLIGHTING THEIR KEY CONTRIBUTIONS, AND ADDITIONAL SUPPORTING MATERIALS AND OPTIONAL LETTERS, IF THEY CHOSE TO BE REVIEWED FOR THE PRESIDENT'S DISTINGUISHED PROFESSOR AWARD. THE EVALUATION CRITERIA AND THE RESPONSIBILITIES OF THE PRESIDENT'S DISTINGUISHED PROFESSOR AWARD CANDIDATES AND THE UNIVERSITY ARE THE SAME AS DESCRIBED FOR THE OUTSTANDING PROFESSOR AWARD.

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*Where an objection is raised, the objecting faculty member shall by written request authorize the Senate Office to keep the material in a special Senate Office file, accessible to those members of the Selection Committee who have access to official personnel files, for the duration of that nomination. Inactive file materials shall be returned to the sender(s).

Outstanding Lecturer Award

(Senate: 5/26/09; President: 6/16/09; Editorial: 11/29/18)

The Outstanding Lecturer Award is given to one non-tenure track faculty member TWO LECTURERS WHO MUST BE FROM TWO DIFFERENT COLLEGES annually.

I. Eligibility:

The Outstanding Lecturer Award recognizes excellence in teaching effectiveness and service to the California State University, Los Angeles campus community. Nominees may teach at the graduate and/or undergraduate level and must have taught at Cal State LA at least one semester per year for six consecutive years. An individual may receive the award only once.

II. Criteria:

The principal criterion for receiving this award will be a record of outstanding teaching as evidenced by:

1. Summaries of Student Opinion Surveys and copies of appropriate comments.
2. Observations of teaching, including a copy of the official report.
3. Improvement of course content, structure, and methods of teaching, including integration of areas of expertise into instruction.
4. Currency in the field, which may include attendance at conferences, workshops, seminars and lectures; clinical/professional experiences and achievements; publications; and presentations.

In addition, service to the Cal State LA campus community may be considered. Such service may be evidenced by:

1. Commitment to students, which may include:
    - accessibility to students, including student advisement.
    - mentoring students regarding career and graduate school consideration including writing letters of recommendation.
2. Contributions beyond teaching, which may include:
    - engaging in service to the campus and/or profession that benefits students.
    - service to the campus or profession that demonstrates leadership and initiative.

- service on University, college and/or department/division/school committees or projects that provide a meaningful benefit to the campus.
- scholarship, performances or creative activities.

III. The Outstanding Lecturer Award Selection Committee

The Outstanding Professor Awards Selection Committee shall be charged with the selection of the Outstanding Lecturer Award recipient.

IV. Nominating Procedures AND NOMINEE RESPONSIBILITIES for the Outstanding Lecturer Award

The Outstanding Professor Awards Selection Committee notifies all college deans about the award annually and requests one nomination from each college. Nominations for the Outstanding Lecturer Award will be accepted from three sources:

1. Students. The dean announces the awards program in the college and accepts nominations from either previously or currently enrolled students.
2. Faculty. The dean notifies all faculty members of the awards program and invites nominations for the awards.
3. Department/Division Chairs and School Coordinators. The dean notifies all department/division chairs and school coordinators of the awards program and invites nominations for the awards.

Self-nominations will not be accepted. The nominator should determine that the nominee agrees to be nominated, prior to submitting an up to 500-word nomination letter stating the reasons for nominating the faculty member and describing the accomplishments of the nominee. Nominees who accept the nomination for the Outstanding Lecturer Award will submit a dossier documenting evidence of outstanding teaching performance. The nomination letter and nominee dossier are to be submitted to the appropriate dean's office. Each college shall determine the process for selecting the dean's nominee. All nomination materials for the selected nominee will be forwarded to the current year's selection committee.

V. UNIVERSITY'S RESPONSIBILITIES:

THE UNIVERSITY MAKES AVAILABLE STUDENT OPINION SURVEY RESULTS, PEER OBSERVATIONS OF INSTRUCTION, PREVIOUS WRITTEN EVALUATIONS AND, IF APPLICABLE, INDIVIDUALIZED PROFESSIONAL PLANS.

VI. Timeline

The Outstanding Lecturer Award shall follow the same timeline as the Outstanding Professor Award at Cal State LA