



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

**HSCEP OP:** 10.25, **TTUHSCEP President's Awards**

**PURPOSE:** The purpose of this Texas Tech University Health Sciences Center El Paso Operating Policy and Procedure (HSCEP OP) is to establish the policy that governs the selection of recipients of the TTUHSCEP President's Awards.

**REVIEW:** This HSCEP OP will be reviewed on September 1 of every even-numbered year (ENY) by the Faculty Senate, the Council of Deans, and the Vice President for Academic Affairs, with recommendations for revisions submitted to the President by September 15.

### **POLICY/PROCEDURE:**

1. **General Policy.** Seven award categories will be included: President's Excellence in Teaching Award, President's Excellence in Research Award, President's Young Investigator Award, President's Outstanding Clinician Award, President's Excellence in Community Engagement Award, President's Outstanding Professor Award, and President's Award for Interprofessional Teamwork. These awards will be presented in accordance with the following criteria:
  - a. **President's Excellence in Teaching Award.** Recipients of this award will have several years of sustained excellence in teaching at TTUHSCEP as demonstrated in student and peer evaluation of strong commitment to the educational process, innovations, or originality in teaching. A maximum of two (2) awards may be given institute-wide and no school may receive more than one award.
  - b. **President's Excellence in Research Award.** The recipient of this award will have recognized accomplishments in research/scholarship as demonstrated in original, high-impact publications, external funding, national/international peer recognition, and research awards for work done at TTUHSCEP. A maximum of one (1) award may be given institution-wide.
  - c. **President's Young Investigator Award.** Criteria eligibility for this award is limited to faculty members who are Assistant Professors (tenure track and non-tenure track) at the time of the nomination and have held this position for no more than eight years. Recipients will be individuals who exhibit exceptional potential as an independent investigator and have achieved substantial recognition for work done at TTUHSCEP as judged by one or more of the following criteria: publication in peer-reviewed journals; creative work presented in nationally recognized venues; invited presentations at national meetings; peer-reviewed externally funded research projects, patents, patent applications and license agreements, and; other measures appropriate to the individuals discipline. A maximum of two (2) awards may be given institution-wide and no school may receive more than one award.
  - d. **President's Outstanding Clinician Award.** Recipients of this award will have demonstrated clinical acumen, professionalism, ethics, compassion for their patients, extraordinary surveys, department chair evaluations as well as student/resident evaluations for work done at TTUHSCEP. A maximum of two (2) awards may be given institution-wide and no school may receive more than one award.

- e. **President's Excellence in Community Engagement Award.** The recipient of this award will have a history of demonstrated exceptional service and devotion to their larger communities (local, regional/state, national, and global) while a faculty member at TTUHSCEP. This will include volunteerism in community service and outreach with particular emphasis on the following criteria:
- Gives freely and unselfishly of their time to community activities;
  - Inspires others to serve and act as a role model;
  - Has a positive impact upon the direction and success of community projects, programs or individuals;
  - Improves the lives of others through their service.

A maximum of one (1) award may be given institution-wide.

- f. **President's Outstanding Professor Award.** The recipient of this award will have been recognized nationally and usually internationally for the importance of their scholarly achievements. They will also have demonstrated the breadth of interest characteristically encompassed by the traditional role of professor as teacher and public servant. They will have brought distinction to TTUHSCEP as a result of their activities. They will have achieved a record judged by peers to be superior and outstanding in preferably all, but at least two, of the following areas: superior teaching skills of recognized breadth and depth in their discipline; scholarly and research achievements; and a distinguished record of clinical service and community service. The recipient will have already achieved an outstanding record comparable to that of scholars awarded named professorships at TTUHSCEP and elsewhere. That record will have been recognized by the University at previous opportunities where merit is rewarded, such as salary increases. University Distinguished Professors will be conferred on members of the TTUHSCEP faculty with the rank of full professor whose achievement has already been recognized by the university. The individual must have been employed full-time at TTUHSCEP for at least ten years. A maximum of one (1) award may be given institution-wide.
- g. **President's Award for Interprofessional Teamwork.** Recipients of this award will have recognized accomplishments in Interprofessional teamwork as demonstrated through a collaborative project across Schools that demonstrate Interprofessional Teamwork yielding positive outcomes for participants (students, patients, and/or community members) in educational, clinical, or research area at TTUHSCEP. A maximum of one (1) team award may be given institution-wide.

2. **Administration of Program.** Administrative oversight of the call for nominations, receipt of applications, and review of applications will be handled by the TTUHSCEP Faculty Senate. The Awards Ceremony program will be coordinated by the Office of the President.
3. **Description of Awards.** The awards will be presented in the form of a framed certificate, an engraved medallion, and a monetary award.
4. **Instructions and Procedures for Applications.** The process for review of President's Award applications includes the following steps.
- a. The call for nominations for faculty awards is sent by the Faculty Senate by February 15 each year.
  - b. Candidates for awards may apply or be nominated by a faculty committee, individual faculty member, department chair, dean or student for consideration.

- c. Individuals wishing to nominate an individual for an award and individuals wishing to self nominate will use the appropriate TTUHSCEP *Faculty Award Nomination Form* (see Attachments A through G).
- d. Completed forms should be sent to the Faculty Senate President by May 15 each year. Application materials for the President's Awards will be forwarded to the Chair of the TTUHSCEP Faculty Senate Faculty Awards Task Force. The Faculty Awards Review Task Force of the Faculty Senate will consist of members of the Faculty Senate Awards Task Force, Faculty Senate Awards Task Force Chair, and one faculty representative from each of the schools, appointed by the respective Deans.
- e. Using a standardized rubric each application will be reviewed and scored according to the following process:
- Prior to the committee meeting, each nominee will be reviewed by a primary reviewer and secondary reviewer. Reviewers will apply standardized rubrics to generate a numerical score and assign a recommendation category (fully recommend, partially recommend, or do not recommend).
  - At the committee meeting, the Recommendation Category and Rubric scores will be compared for all nominees to identify the top candidates for each award category.
  - Candidates will be presented by the primary and secondary reviewers and then discussed by the group.
  - Committee members will each cast a vote for the candidate they feel is most deserving of the award. The committee chair will not cast a vote except to break a tie. The candidate with the majority of votes will be recommended to the TTUHSCEP President for consideration as the award recipient.
  - Results of committee deliberations are due to the TTUHSCEP President by August 15. In addition to a summary list of the top-recommended candidates for each award, the report should include a spreadsheet of all rubric scores and vote results. If needed the committee chair should provide the President with either electronic or hard copies of all nomination materials and completed rubrics for reference.
  - Nominations and committee deliberations should be destroyed after the awards convocation.
- f. The President's Office will notify each applicant regarding the outcomes of the selection process by September 15 each year.
5. **Conferring Awards Ceremony.** The Conferring Awards Ceremony is coordinated by the Office of the President. The ceremony will be held annually in mid-October each year.

Attachment A: *President's Excellence in Teaching Award Nomination Form*  
Attachment B: *President's Excellence in Research Award Nomination Form*  
Attachment C: *President's Young Investigator Award Nomination Form*  
Attachment D: *President's Outstanding Clinician Award Nomination Form*  
Attachment E: *President's Excellence in Community Engagement Award Nomination Form*  
Attachment F: *President's Outstanding Professor Award Nomination Form*  
Attachment G: *President's Award for Interprofessional Teamwork Nomination Form*  
Attachment H: *Faculty Award Recommendation Summary*