



**ACADEMIC SENATE  
Executive Committee  
REFERRAL FORM**



**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA**

Date:	4/19/2017
To:	Faculty Affairs Committee
From:	Academic Senate Executive Committee
Subject:	Academic Senate Referral
Classification	FA-004-167
Title of Referral:	Revisions to Guidelines for Provost's Awards for Excellence
Background:	<p>See attached referral request form. Additional background provided by the Executive Committee:</p> <p>This is a request to revise the submission guidelines for nominees of the Provost's Awards for Excellence in Teaching, Service, and Scholarly and Creative Activities. The current guidelines were adopted by the Senate and approved by the President in 2013. See suggested changes below.</p>
Recommended resources:	<p>See attached referral request form and supporting documentation. Additional resources recommended by the Executive Committee:</p> <p>Faculty (faculty@cpp.edu)          Department Chairs (chairs@cpp.edu)          Associate Deans (associate_deans@cpp.edu)          Deans (deans@cpp.edu)</p> <p>For the Committee's Report on this referral, please list in separate sections, the resources recommended and resources actually consulted. If a resource was not consulted, briefly state why.</p>
Review and recommend:	Review and recommend as appropriate.
Date required for presenting committee report to the Executive Committee:	10/2/2017

## Referral Request Form

**DATE:** 4/17/2017

**NAMES AND TITLES OF PROPONENTS:**

Liam Corley, Associate Professor of English, on behalf of  
Provost's Awards Selection Committee, 2016-2017

**KEYWORDS:** Provost's Awards for Excellence

**TITLE OF REFERRAL:** Revisions to Guidelines for Provost's Awards for Excellence

**BACKGROUND:**

In 2013, the Senate adopted, and the President approved revisions to the guidelines for the selection of faculty to receive Provost's Awards for Excellence in Teaching, Service, and Scholarly and Creative Activities. See **Senate Report Number** [AS-2425-123/FA](#) (and [Attachment FA-001-123](#)) and **Senate Report Number** [AS-2315-089/FA](#) for the current guidelines.

The process has been followed for three years now, and the committees involved in the selection have worked with the revised guidelines. For the past two years, the committee has developed a consensus that limiting the required personal statement for each award to one page does not allow award nominees the space necessary to demonstrate how their accomplishments fulfill the specific criteria for the award. Moreover, the committee would like to direct nominees to specifically address in their personal statement the elements listed in the Criteria section for each respective Award, as relevant.

The 2016-2017 Provost's Awards Selection Committee proposes to expand the personal statement from one page to two pages and direct nominees to specifically address award criteria in their personal statement.

The Committee also proposes to limit the nominee's submission of "Relevant materials" (item #3 in "Required Materials" for each Award) to a concise and edited packet of no more than 25 pages.

**RECOMMENDED RESOURCES:**

Members of the Provost's Awards Committees

(Committee includes past recipients of the Awards, the AVP for Research, and the interim AVP for Academic Planning and Faculty Affairs)

**Is there a deadline by when this referral needs to be considered by the Academic Senate?**

The Committee requests that the referral be considered in advance of the call for nominations for the Provost's Awards in late Fall 2017.

**JUSTIFICATION FOR DEADLINE:**

To ensure that new guidelines are in place for the 2017-2018 Awards selection process.