Required Material per Award

- Mentorship
- Professional Service
- Emerging Scholarship
- Teaching (Tenure Track)
- Teaching (Non-Tenure-Track)
- Provost's Medal for Excellence in Instruction
- Chancellor's Medal for Research and Creative Activities

Mentorship

The Arkansas State University Faculty Award for Mentorship is presented each spring to a faculty member who has evidenced significant and meritorious achievement in mentorship.

Criteria

The selection committee will evaluate nominations based on the evidence of qualities and practices that distinguish the nominee as an outstanding faculty mentor.

Such evidence should include:

- Individuals whose primary responsibilities are teaching and/or research, but who spend a portion of their time providing academic mentorship to students
- Demonstration of strong interpersonal skills
- Availability to mentees, faculty, and staff
- Caring, helpful attitude toward mentees, faculty and staff

Submission Process

Nominations must contain adequate factual or descriptive narrative to support evidence that the nominee meets or exceeds award criteria.

1. A personal statement on philosophy of mentorship by nominee (limit two pages)
2. Nominee’s resume or vita to include mentorship contributions
3. Any supporting materials (must include mentorship schedule, office hours, and the number of mentees) that document nominee’s performance as an mentor
4. A letter of support from the nominator (if other than self)

Professional Service

The Arkansas State University Faculty Award for Professional Service is presented each spring to a tenured or tenure-track faculty member who has evidenced unusually significant and meritorious achievement in professional service.

Criteria

- Contributions of exceptional merit and importance to department committees, college committees, university committees, undertakings, projects, programs, student organizations, and university services.
- Contributions of exceptional merit and importance to academic and professional organizations as evidenced by offices held, editorships, reports, committee assignments completed, and other organizational responsibilities and roles.
- Contributions of professional expertise to individuals, groups, organizations and corporations through workshops, services, consulting, in-service training, and other activities.
- Contributions of professional expertise to the outreach mission (K-12 and continuing education) of Arkansas State University.

Submission Process

All applicants must submit a list of service activities in the categories listed above for the award year only, January 1 – December 31, 2025. Describe the importance and merit of the service activities and append letters of special recognition and awards.

Emerging Scholarship

The Arkansas State University Faculty Award for Emerging Scholarship is presented each spring to an emerging pre-tenure-track faculty member who has evidenced significant and meritorious achievement in scholarship.

Criteria

- The publication (or conditional acceptance) of one or more particularly high quality, original and scholarly contributions by a nationally recognized and refereed professional/academic journal, juried exhibition, or other professional outlets.
- Additional evidence of scholarly merit, including refereed scholarly activities of lesser stature such as presentations in regional journals or exhibits, or refereed papers read to professional organizations.
- The potential significance of these contributions in enhancing the effectiveness of the subject content in the classroom.
- *For the purpose of this award, papers read at meetings which do not referee papers, in-house documents, brief book reviews, and local exhibits and performance do not provide evidence of significant scholarly achievement.*
- The receipt of grants is not a requirement for the consideration of this award. However, applicants are encouraged to list all submitted grant proposals even though they were not funded.

Submission Process

Applicant must submit a scholarship portfolio for the award year only, January 1 – December 31, 2025. Information should be presented under the following lettered headings.

1. A list of contributions published, presented, performed, or exhibited during the award year, January 1 – December 31, 2025. [Use the templates below]

Publication
Author(s): Title of Publication:
Journal/Book/Other:
Vol: Issue:
Pages: Date of Publication:
Peer reviewed [circle response]: Yes No
Journal Impact Factor:

Presentation
Author(s):
Title of Presentation:
Learned Forum:
Date & Site of Presentation:
Peer reviewed [circle response]: Yes No

Performance/Exhibit
Author(s):
Title of Performance/Exhibit:
Site of Performance/Exhibit:
Date of Performance/Exhibit:
Peer reviewed [circle response]: Yes No

2. A list of grants received (and submitted) that support scholarship, if any.
3. No more than five (5) letters from knowledgeable peers that can speak to the quality of the scholarship submitted.

Teaching (Tenure Track)

The Arkansas State University Faculty Award for Teaching (Tenured or Tenure-Track) is presented each spring to a tenured or tenure-track faculty member who has evidenced significant and meritorious achievement in teaching.

Criteria

- Unusual effort devoted to ensuring the quality of students' classroom learning experience.
- Possession of high scholarly standards for both the rigor and currency of course content and for the level of student performance with respect to these standards.
- Available measure of a faculty member's direct impact on and involvement with students.

Submission Process

Applicants must submit a complete teaching portfolio for the award year, January 1 – December 31, 2025. Applicants are also encouraged to submit the previous year's portfolio and supporting documents (January 1 – December 31, 2024). Information should be presented under the following headings:

- A list of courses taught during the spring, summer, and fall 2025 semesters.
- A copy of the syllabus for all courses taught (mark newly developed courses).
- A summary of student evaluations for each course taught. Please report the student evaluations using the format below.

Course Name and Number:					
Evaluation Question 1. 2. 3.	Number of Responses with the Given Rating (5,4,3,2,1) [ex. 5 (20) 4 (5) 3 (6) 2 (0) 1 (0)]	Response Rate [ex. 95%]	Mean Score for this Course for this Question	College Mean score for this Question	College Standard Deviation for this Question

- No more than 12 written student statements from course evaluation forms.
- Descriptions of innovative teaching methodology.
- Evidence of professional growth as a teacher through formal and/or informal professional development activities.
- Other supporting documents in the Appendix
    - Copy of instructor comments on students' works.
    - Written statements of support from former students (optional)

- Other items considered relevant in addressing the criteria for the award (optional)

Teaching (Non-Tenure-Track)

The Arkansas State University Faculty Award for Teaching (Non-Tenure-Track) is presented each spring to a non-tenure-track faculty member who has evidenced significant and meritorious achievement in teaching.

Criteria

- Unusual effort devoted to ensuring the quality of students' classroom learning experience.
- Possession of high scholarly standards for both the rigor and currency of course content and for the level of student performance with respect to these standards.
- Available measure of a faculty member's direct impact on and involvement with students.

Submission Process

Applicants must submit a complete teaching portfolio for the award year, January 1 – December 31, 2025. Applicants are also encouraged to submit the previous year's portfolio and supporting documents (January 1 – December 31, 2024). Information should be presented under the following headings:

- A list of courses taught during the spring, summer, and fall 2025 semesters.
- A copy of the syllabus for all courses taught (mark newly developed courses).
- A summary of student evaluations for each course taught. Please report the student evaluations using the format below.

Course Name and Number:					
Evaluation Question 1. 2. 3.	Number of Responses with the Given Rating (5,4,3,2,1) [ex. 5 (20) 4 (5) 3 (6) 2 (0) 1 (0)]	Response Rate [ex. 95%]	Mean Score for this Course for this Question	College Mean score for this Question	College Standard Deviation for this Question

- No more than 12 written student statements from course evaluation forms.
- Descriptions of innovative teaching methodology.
- Evidence of professional growth as a teacher through formal and/or informal professional development activities.
- Other supporting documents in the Appendix

- Copy of instructor comments on students’ works.
- Written statements of support from former students (optional)
- Other items considered relevant in addressing the criteria for the award (optional)

Provost's Medal for Excellence in Instruction

The Provost's Medal for Excellence in Instruction is presented each spring to recognize sustained excellence in academic teaching and instruction by faculty at Arkansas State University. Nominations should be based on a continuous record of teaching and instructional excellence, and consistent recognition by peers and students.

The Provost's Medal award will consist of a $5000 check and a medal to be worn at the spring commencement ceremony.

The award will be presented at the annual Faculty Honors Convocation.

ELIGIBILITY

To be eligible for this award, a candidate must hold a full-time tenured faculty position at the rank of associate or full professor and have been at Arkansas State University for at least 5 years. The teaching record that forms the basis for the nomination must only include courses taught while a member of our university. Nominees will be evaluated on the quality of teaching over their academic career, and this evaluation will be based on the records and supporting materials the faculty members are asked to supply.

A faculty member is only eligible for this award once in their career.

NOMINATION PROCEDURE

Nominations may be submitted by any student or member of the faculty at the University; however, because only one nominee from each department is accepted into the pool, department chairs will have the final determination as to which faculty member from their department will be nominated each year. Each chair may submit one nomination to their dean no later than the deadline, and each dean may choose one nominee from among those to submit to the Faculty Achievement Awards Committee (FAAC).

SELECTION

The Provost and Executive Vice Chancellor will facilitate the selection process, which will consist of two levels of review:

1. FAAC will meet to discuss the nominations and prepare a report of the strengths and weaknesses of each candidate and send an ordered ranking forward to the provost for the next step in the selection process. All discussions will be confidential.
2. The provost will make the final award selection. Importantly, the decision may be made to not make an award if it is determined that none of the nominees has provided evidence of sufficient meritorious achievement in teaching.

SUBMISSION PROCESS

Applicant must submit a teaching portfolio reflective of their teaching at Arkansas State University.

Nominee submission

1. A personal statement (maximum length: 3 pages or 750 words) prepared by the nominee explaining their teaching philosophy, and any/or all the following as applicable: achievements, innovative teaching methodology, and evidence of professional growth as a teacher through formal or informal professional development activities.
2. A list of courses taught during the spring, summer, and fall semesters for the last five years.
3. A copy of the syllabus for each unique course taught over the last five years.
4. A summary of student evaluations for each course taught during the preceding two years. Please report the student evaluations using the format below.

Course Name and Number:					
Evaluation Question 1. 2. 3.	Number of Responses with the Given Rating (5,4,3,2,1) [ex. 5 (20) 4 (5) 3 (6) 2 (0) 1 (0)]	Response Rate [ex. 95%]	Mean Score for this Course for this Question	College Mean score for this Question	College Standard Deviation for this Question

5. A collection of up to twelve representative student comments from course evaluations.
6. Optional: copies of instructor’s comments on student’s works, written statements of support from former students, and other items considered relevant in addressing the award criteria.
7. A copy of the nominee's complete curriculum vitae.
8. No more than four (4) letters from knowledgeable peers that can speak to the quality of the teaching and instructional activities of the nominee; **the strongest letters are those from colleagues in the field, but external to the College**.
    1. **Note**: Department Chair's and Dean's letters of support will be submitted by the college and do not have to be uploaded here.

College Review and Finalist Submission

1. The Department Chair will submit one nomination to their dean no later than the deadline.
2. The Dean will submit one nominee from among those to submit to the Faculty Achievement Awards Committee for the Provost’s Medal for Teaching and Instructional Activities.
    1. The nomination letter must indicate the quality and significance of the nominee’s teaching and instructional activity, e.g., the nominee’s contribution to and impact upon their students, the institution and discipline.
    2. The letter should indicate an ongoing commitment to excellence in teaching and instruction.

Chancellor's Medal for Research and Creative Activities

The Chancellor’s Medal for Research and Creative Activities is presented each spring to recognize and encourage sustained excellence in academic research, creative activity, scholarship, and mastery of subject matter by faculty at Arkansas State University. Nominations should be based on a continuous record of research/scholarly productivity, with consistent publications of particularly high quality, and/or regular receipt of significant research funding, and/or other extended meritorious achievement.

The Chancellor’s Medal award will consist of a $5000 check and a medal to be worn at the spring commencement ceremony.

The award will be presented at the annual Faculty Honors Convocation in April.

Eligibility

To be eligible for this award, a candidate must hold a full-time tenured faculty position at the rank of associate or full professor and have been at Arkansas State University for at least 5 years. The faculty member must have contributed a meaningful amount of their work while a member of our University. Nominees will be evaluated on the quality of work over their academic career, and this evaluation will be based on the records and supporting materials the faculty members are asked to supply.

A faculty member is only eligible for this award once in their career.

Nomination Procedure

Nominations may be submitted by any member of the faculty at the University or by a student. However, since only one nominee from each department is accepted into the pool, Department Chairs will have the final determination as to which faculty member from their department will be nominated each year. Each Chair may submit one nomination to their Dean no later than the deadline, and each Dean may choose one nominee from among those to submit to the Faculty Achievement Awards Committee (FAAC).

Selection

The Provost and Executive Vice Chancellor for Academic Affairs will facilitate the selection process, which will consist of two levels of review:

1. FAAC will meet to discuss the nominations and prepare a report of the strengths and weaknesses of each candidate and send an ordered ranking forward to the Executive Vice Chancellor and Provost for the next step in the selection process. All discussions will be considered confidential.
2. The Chancellor will make the final award selection. Importantly, the Chancellor may decide to not make an award if they feel that none of the nominees has provided evidence of sufficient meritorious achievement in research/scholarship.

SUBMISSION PROCESS

Applicant must submit a scholarship portfolio reflective of their work at Arkansas State University.

Nominee submission

1. A personal statement (maximum length: 3 pages or 750 words) prepared by the nominee explaining the objectives of their research/scholarship project and the significance in lay person’s terms. The candidates should provide documents that emphasize the broad-based trajectory of their research and how it has or is expected to impact the discipline. The language of this section of the research statement and nomination letter should be understandable across the areas of work so that a generalizable appreciation for the value of the research can be appreciated by all reviewers, especially those outside the field.
2. A copy of the nominee's complete curriculum vitae must be attached. It should list all the nominee's accomplishments including but not limited to critically reviewed papers, presentations, books, exhibitions, publications, lectures, broadcasts, monographs, and other forms of scholarly and creative activity or recognition (e.g., invited presentations, awards, honors) that clearly highlight the extent of peer reviewed work.
3. No more than four (4) letters from knowledgeable peers that can speak to the quality of the research and scholarly activities of the nominee; **the strongest letters are those from colleagues in the field, but external to the College**.
    1. **Note**: Department Chair's and Dean's letters of support will be submitted by the college and do not have to be uploaded here.

College Review and Finalist Submission

1. The Department Chair will submit one nomination to their Dean no later than the deadline.
2. The Dean will submit one nominee from among those to submit to the Faculty Achievement Awards Committee for the Chancellor’s Medal for Research and Creative Activities.
    1. The nomination letter must indicate the significance (the nominee’s contribution to and impact upon their field of study), volume and quality of the nominee's research,

scholarly or creative activity in such a way as to clarify the nominee's activities for individuals from other disciplines.

2. The letter must show that a substantial amount of work has been accomplished with recognition given to the University. This work could include but is not limited to peer-reviewed publications, books, public presentations at major institutions nationally and internationally, major museum exhibits, and concert hall or theatrical performances. The letter should indicate an ongoing, stellar rise in notable accomplishments.
3. The letter must demonstrate clear evidence of the national or international stature of the nominee's research, scholarly or creative activity. A complete listing of the evidence should be provided in the nominee's curriculum vitae, which must be submitted by the nominee.
4. In areas where research, scholarly or creative activity grants and contracts are an important part of the research effort, there must be clear evidence that the nominee has been competitive for such grants at the national and/or international level. If possible, the importance of the grant and/or award should be stated.