

CBCS Faculty and Student Awards
Due March 7, 2025

Email complete packets (in one email) to the Vice Chair of the Faculty Council, Nicoleta Zenn (nzenn@usf.edu) no later than **3/7/2025**. Incomplete or late packets will not be reviewed. Thank you for your nomination(s)!

Nominations for awards will be solicited from Department chairs, faculty, and/or self-nominations (except for the Outstanding Graduate Student Teaching Award) in the form of a nomination letter detailing the evidence for the nomination. Nomination packets will be reviewed by the Awards subcommittee of the Faculty Council; awardees will be chosen, and awards will be presented at the Spring Assembly of the College of Behavioral and Community Sciences. Faculty awardees will each receive \$750 and student awardees will each receive \$500.

Awards

Faculty Awards

- Outstanding Research Award
- Outstanding Teaching Awards
- Outstanding Graduate Mentor Award
- Outstanding Service Award

Student Awards

- Outstanding Graduate Student Research Award
- Outstanding Graduate Student Teaching Award
- Outstanding Undergraduate Research Award

Policies regarding nominations

- Preference will be given to nominees who have not received awards in the last 3 years
- Each nominee may only be nominated for 1 award per year
- Application packets should focus on activities from the previous calendar year
 - Spring Semester 2023
 - Summer Semester 2023
 - Fall Semester 2023
- Strong nominees who did not receive an award in the previous calendar year are highly encouraged to update and resubmit their applications
- Please see additional policies below.

Faculty Awards

Outstanding Research Award

This award is given to tenure or non-tenure CBCS faculty of any rank with at least 3 years of significant and continuous research productivity.

The nomination letter should document research productivity for the current and previous 2 years and include accomplishment in one or more of the following areas:

- Submitted and/or funded external grants
- Including significant external research awards and acknowledgements
- Publications of research findings in articles, books, presentations, or other scholarly work
- Other evidence of significant impact of their research on the practice of their discipline

For this award the following applications materials are required:

1. Letter of nomination
2. Note or signature of concurrence from the Department Chair
3. Nominee's curriculum vitae
4. A brief statement (no more than 500 words) from the nominee outlining their research activity and accomplishments

Outstanding Teaching Awards

These awards are given to recognize excellence in teaching at the undergraduate and/or graduate levels. Nominees must be full-time (or 0.60 FTE or above) continuing faculty (including tenure and non-tenure-earning faculty and instructors) in CBCS who: a) taught a minimum of two undergraduate and/or graduate courses during the academic year for which they are nominated, b) were appointed to full-time positions at least one year prior to the year for which they are nominated, and c) have not received the Outstanding Teaching Award during the previous three years. 1 award will be given to a tenure-track faculty member and 1 award will be given to an instructor.

The nomination portfolio should document teaching excellence as demonstrated by:

- Effective teaching (i.e., teaching that results in learning and student success)
- Commitment to students and continuous improvement of their teaching practices, and/or innovative and outstanding teaching approaches

Nominees for this award must submit a portfolio that includes the following materials:

1. The nominee's name, rank or title, and department
2. Nominee's curriculum vitae or resume
3. A brief statement (no more than 500 words for each of the 4 subsections below) describing:
 - a. Nominee's teaching philosophy
 - b. Evidence of student success as a result of nominee's efforts
 - c. Teaching activities during the year for which the nominee is nominated and how the specific teaching methods match the nominee's philosophy of teaching
 - d. How the nominee's efforts are innovative or particularly successful and how the applicant is dedicated to continuous improvement in teaching
4. Summary of student evaluations from the prior 2 years (include written comments and comparison data from similar classes)
5. Note or signature of concurrence from the Department Chair, which should also certify

- the student evaluation results
6. Optional materials may include:
 - a) Publications related to instruction
 - b) Peer evaluations (documentation of observations)
 - c) Teaching and/or innovation related grants

Outstanding Graduate Mentor Award

This award recognizes faculty who demonstrate the highest level of quality in the mentoring of graduate students in teaching, research, and service. The nominee must be a CBCS faculty member (tenured or tenure-track for 1 year), who mentors graduate students, and must have served as Major Professor or Co-Major Professor, graduated at least one doctoral, or master's student during the 2 years prior to nomination, and graduated two additional graduate students in the past 5 years.

Some of the qualities of an exceptional graduate student mentor include (but are not limited to):

- Serves as a role model for teaching, research, and outreach
- Provides sound counsel and advocacy on academic and non-academic issues
- Elevates the productivity and success of the mentee beyond what normally would be expected
- Maintains long-term commitment with the mentee past graduation and through the trajectory of their career
- Assists the mentee with networking, job placement, and professional development
- Demonstrates success in job placement of mentored students
- Commits time selflessly

For this award, the following application materials are required:

1. Letter(s) of nomination
2. Note or signature of concurrence from the Department Chair
3. Nominee's curriculum vitae
4. A brief statement (no more than 500 words) from nominee outlining their mentoring accomplishments
5. A table indicating the names, accomplishments, and current positions of the graduate students mentored

Outstanding Service Award

This award is given to tenured or non-tenured faculty of any rank in CBCS who demonstrated at least 3 years of outstanding service to the Department, College, University, Profession, and/or local community.

The nomination letter should document outstanding service for the current and previous 3 years and include one or more of the following:

- Service on college-level or university-level councils and committees and major departmental committees
- Service to one's discipline as reflected by editorships, reviewing for scholarly publications, holding elected office in learned and professional societies, participation in

- the evaluation procedures of granting agencies, and other related activities
- Service to the community, state, and region including extension of teaching, scholarly activities, and clinical service to the discipline or profession, or to the betterment of society

For this award the following applications materials are required:

1. Letter(s) of nomination
2. Note or signature of concurrence from the Department Chair
3. An endorsement letter from one or more entities to whom the nominee has provided service
4. Nominee's curriculum vitae
5. A brief statement (no more than 500 words) from nominee outlining outstanding service accomplishments to the College, Department/School, University, community, and/or the profession or discipline

Student Awards

Outstanding Graduate Student Research Award

This award is given to a CBCS graduate student who demonstrates at least 2 years of significant and continuous contributions to research. The nominee must be in good academic standing.

The nominee's letter should document research productivity for the current and previous year as evidenced by:

- Leadership in preparing and submitting grants with faculty (e.g., writing sections of grants, reviewing pertinent literature, participating in the development of a line of inquiry, Co-PI on a grant)
- Grants written and submitted on which they are the PI or Co-PI with a mentor
- Funded research awards
- Implementation of non-funded research
- Submitted publications
- Publications of research findings in articles, books, presentations, or other scholarly work
- Presenting at local (e.g., USF Research Symposium), state, or national conferences

For this award the following applications materials are required:

1. Letter(s) of nomination from faculty that support the contributions listed by the student
2. Note or signature of concurrence from the Department Chair
3. Nominee's curriculum vitae
4. A brief statement (no more than 500 words) from nominee outlining their research activity and accomplishments

Outstanding Graduate Student Teaching Award

This award is given to recognize excellence in teaching at the undergraduate level by a CBCS graduate student. Nominees must be full-time graduate students, in good academic standing, who: a) taught a minimum of one undergraduate or graduate course during the academic year for which they are nominated, and b) have not received the Outstanding Graduate Teaching Award during the previous 3 years.

The nomination portfolio should document teaching excellence as demonstrated by:

- Effective teaching (i.e., teaching resulting in learning and student success)
- Commitment to undergraduate or graduate students and continuous improvement of their teaching practices, and/or innovative and outstanding teaching approaches

Nominations for this award may be submitted by any faculty or the Chair of the department in which the student teaches. The nomination letter should include some specific reasons for the nomination (e.g., innovations, student comments, efforts that were particularly successful).

Nominees must submit a portfolio that includes the following materials:

1. The applicant's name, years in the program, and department
2. Nominee's curriculum vitae or resume
3. A brief statement (no more than 500 words each) that describes:
 - a. Applicant's philosophy of teaching
 - b. How the applicant's efforts are innovative or particularly successful and how the applicant is dedicated to continuous improvement in teaching
4. Summary of student evaluations from the prior year (include written comments and comparison data from similar classes)
5. Note or signature of concurrence from the Department Chair, which should also certify the student evaluation results
6. Optional materials may include:
 - a) Publications related to instruction
 - b) Faculty evaluation of student teaching (documentation of observations)
 - c) Teaching and/or innovation related grants

Outstanding Undergraduate Research Award

This award is given to CBCS-major undergraduate students with at least two years of research productivity. The nominee must be in good academic standing.

The nomination letter should document research productivity for the current and past year and include one or more of the following:

- Conducting mentored or independent research
- Assisting with a faculty member's research
- Presenting at local (e.g., USF Undergraduate Research Symposium), state, or national conferences
- Submitted publications

For this award the following application materials are required:

1. Letter(s) of nomination from Faculty Mentor
2. Note or signature of concurrence from the Department Chair
3. Undergraduate student's resume
4. A brief statement (no more than 500 words) from undergraduate student outlining research activity and accomplishments