

BOWIE STATE UNIVERSITY

FACULTY AND STAFF PRESIDENTIAL ACHIEVEMENT AWARDS

ACADEMIC YEAR 2024 – 2025



INTRODUCTION

Bowie State University Faculty and Staff Presidential Achievement Award Program recognizes Faculty and Staff for their excellence in four areas:

1. Distinguished Achievement in Teaching
2. Distinguished Achievement in Research and Grants
3. Distinguished Achievement in Service
4. Distinguished Achievement in Performance

General Eligibility

The nominees, including self-nominees, must be employed at the University for one (1) year **and** must be in good standing with the University (e.g. performance must meet standards). Cabinet members are ineligible for the Presidential Achievement Award Program. Please note that the Office of Human Resources will seek feedback from the Department head and Dean, as well as the Department Budget Head for the Distinguished Achievement Awards in Teaching and Performance respectively prior to submitting nomination packets to the Awards Committee.

Nomination Package

A complete nomination Package must be received by the established deadline for consideration. The package should not exceed a total of 10 pages and should not include documents that must be returned back to the nominee.

All nomination packages should include the following:

1. **Nomination Questionnaire** (the questionnaire is included in this package.)
2. Biography, Resume, or Professional Vita must be submitted for all Faculty and Staff
3. **Position Description** – include a job description, signed by a supervisor, for Staff members (faculty if available) which provides details of the nominee's daily responsibilities.

4. **Letters of Recommendation** – Include two, one-page (maximum) letters of recommendation that details what makes this individual exceptional in the category nominated.
5. **Supporting Materials** – Additional material may be included (e.g. various types of recognition, letters of commendation, awards, etc.)

Submission – One electronic submission (combined PDF file) is required and should be emailed to facultyandstaffawards@bowiestate.edu. The entire nomination package must be submitted by **Friday, February 15, 2025** for consideration. The committee will not review incomplete packages or packages submitted after the deadline. An email confirmation will acknowledge receipt. If you do not receive an e-mail confirmation by February 17, 2024, then your package was not received. Please contact Mary Ogan at mogan@bowiestate.edu or call X23455 in this regard.

Achievement Awards Committee

The President of the University or her designee shall approve Achievement Awards Committee members for each academic year. The recommendation of the committee members will be made by the governance groups for approval by the President.

Faculty - The composition of the faculty committee should include three Faculty members identified by Faculty Senate; one student identified by the GSA President; and one student identified by the SGA President. The committee members will decide within 30 days, the Faculty recommended to receive the awards for the designated areas. The President of the University makes the final decision.

Staff - The composition of the staff committee should include two Staff members identified by the Staff Council; one AFSCME Bargaining Unit staff member identified by the AFSCME President; and one MCEA Bargaining Unit Staff member identified by the MCEA President. The committee members will decide within 30 days, the staff members recommended to receive the awards for the designated areas. The President of the University makes the final decision.

Joint Faculty and Staff – The Faculty and Staff Achievement Awards Committees shall form a Joint Committee when both faculty and staff are nominees for the same award (e.g. Service and Research Grants Awards). The

composition of the Joint Committee shall be the same as outlined in the above faculty and staff committees; however, the review process shall continue if the member(s) from the represented groups are not in attendance.

Achievement Committee Review Process

The Achievement Award committee review process is as follows:

1. Screening of all nomination packages
2. Committee will make a decision and provide a written recommendation of the successful candidate(s) to the President

Distinguished Achievement in Teaching

This category of distinguished achievement recognizes a faculty member for teaching excellence at the undergraduate, graduate, or professional level. This faculty member demonstrates an ongoing commitment to excellence and continues to elevate the standards of instruction to enrich University students. Individuals who receive this recognition incite intellectual curiosity within students and inspire their colleagues within and outside of his/her department.

Nominees for this award must have:

- Maintained a consistent record of outstanding teaching performance at the University
- Implemented innovative teaching methods to better reinforce student learning
- Interacted enthusiastically and effectively with students beyond the classroom (i.e. office hours, mentoring)
- Promoted a love of learning that contributes to the likelihood of student retention
- *the Teaching Awards need to be reviewed by the Department Head and Dean*

Award:

- \$750 monetary award
- Certificate of Achievement
- Maximum recipients - 3

Distinguished Achievement in Research and Grants

This category of distinguished achievement recognizes faculty and staff for excellence in research and grants. The faculty or staff member is recognized for engaging and excelling in productive and meaningful research activities that contribute to knowledge in his or her field of study and/or expertise, or which could result in the development of future or useful educational/academic purpose. Staff members may also qualify for this award.

Nominees for this award must have provided a statement of research that includes:

- A discussion of intellectual merit or the clearly defined research area or problem
- The importance/potential impact of the research
- Innovation and originality of research
- Awards and/or grants received
- Publications which may have resulted from the research
- Partnerships involved in the research (year of publication)

Award:

- \$750 monetary award
- Certificate of Achievement
- Maximum recipients - 3

Distinguished Achievement in Service

Service to the University - This category of distinguished achievement recognizes a faculty and/or staff member who provides exceptional and continuous service to faculty, staff, and students. Their service contributes to the personal, professional, academic, or social development of the University and the campus community. Service can include participation with governance groups or committees to advance the mission of the University; or serving on a state, national, or international service committee.

Service to the Community - This category of distinguished achievement recognizes a faculty and/or staff member who provides extraordinary service to the community. Their contribution must be impactful and makes a significant difference. Consideration will be given to the community service contributions that reflects positively on Bowie State University and its students.

Nominees for this award must have:

- Maintained a "Meets Standards" for work performance
- A recommendation from their respective service committee chairperson acknowledging the faculty or staff work or work ethic
- A letter from the head of the organization indicating the level of impact the provided service had on the organization. The letter must also indicate the duration of the service (e.g. when the service began and when it ended)

Award:

- \$750 monetary award
- Certificate of Achievement
- Maximum recipient - 3

Distinguish Achievement in Performance

This category of distinguished achievement recognizes a staff member who excels in all aspects of their position, possesses excellent work ethic and have an extraordinary impact within the department as a role model - connecting with faculty, staff, and students. This individual not only exceeds performance expectations within the department, but also provides outstanding and ongoing excellence in services to faculty, staff, students, and/or other customers.

Nominees for this award must have:

Consistently performed their work in an exceptional manner for a period of at least two years. Exceptional performance factors include:

- Surpassed the requirements of their job description
- Anticipated the needs of the supervisor and the customer
- Performed their job duties with excellence (e.g. willingly support faculty in the department; providing commitment and support to students)
- Followed up with customers with a positive attitude
- Driven to defuse problems with co-workers and others in their department
- Served as the subject matter expert on administrative matters in the office
- Be known for their competence in carrying out duties

Award:

- \$750 monetary award
- Certificate of Achievement
- Maximum recipients - 3



President's Achievement Awards for Faculty and Staff

Nomination Questionnaire

Self-Nominations Accepted

Please submit nominations by March 15 for Academic Year 2024-2025

I. Name of nominee:

Title:

Department:

E-Mail:

II. Nominated for: (check one)

- Distinguished Achievement Award in Teaching (**Faculty** only)
- Distinguished Achievement Award in Grants and Research (**Faculty** or **Staff**)
- Distinguished Achievement Award in Service (**Faculty** or **Staff**)
- Distinguished Achievement Award in Performance (**Staff** only)

III. Name of nominator:

Title:

E-Mail:

Signature of Nominator: _____

Relationship to the Nominee: Supervisor Department Chair Self
Dean Vice President Colleague

IV. Nominee Qualification

Include most significant contributions of the nominee to Bowie State University. Attach additional pages (up to 10) including this form. Attachments should include: resume, job description, letters of recommendation/commendation, reasons for recognition in the specific category and other supporting material as appropriate e.g. innovations in the classroom and service to students.

After completion of all required documents, forward one electronic submission (combined PDF) to facultyandstaffawards@bowiestate.edu.