



## OUTSTANDING LECTURER AWARD

### PURPOSE OF AWARD

The Dean of College of Education, Health, and Human Services (CEHHS) at California State University recognizes one lecturer each year who significantly contributes to student learning, advances the university and the college mission of educational excellence, and demonstrates dedication to our diverse student community.

### TIMELINE:

<b>November 1: Extended to November 15:</b>	Deadline for Nominations
<b>December 15:</b>	Deadline for each unit to submit the names of the Award Review Committee (ARC) to the Dean's Office
<b>February 1:</b>	Deadline for Dossier Submission
<b>March 1:</b>	Deadline for the ARC recommendations due to the Dean's Advisory Council
<b>May 1:</b>	Award Announcement

### ELIGIBILITY

All current lecturers in CEHHS who had appointments for one or more semesters (or 4 months per year) during each of the last three years are eligible for nomination.

### NOMINATION PROCESS

Lecturers are nominated for this award by department chairs/school directors, tenure line faculty, other lecturers, students who are not currently enrolled in any of the nominee's courses, or by self-nomination.

The first and last name of the nominee should be submitted to the Dean's Office staff. Please include the name of the award in the email's subject line. Lecturers who are nominated will be notified by the Dean's Office and encouraged to accept the nomination.

### AWARD CRITERIA

The faculty member should successfully demonstrate:

- Best practices in higher education pedagogy and/or student support strategies
- Consistent and notable commitment to the mission of the university and the college
- Dedication to our diverse student community
- Exemplary contributions to student success and academic life

## DOSSIER

Accepting the nomination requires the faculty member to electronically submit a small dossier to an Award Review Committee (ARC) through the Dean's Office staff.

The dossier should be submitted electronically and consist of:

A narrative essay of 500-750 words (no more than 2 pages)

A complete curriculum vita

Up to three items of supporting evidence evidence

Specifically, the applicant's essay should:

- For instructional faculty, describe their teaching philosophy and pedagogical strategies
- For non-instructional faculty, describe their professional philosophy and strategies
- Explain how their teaching or professional performance meets the needs of CSUSM students
- Explain how their work addresses the mission of the university and the college

## SELECTION PROCESS

The department chairs/school directors will convene an ARC to review dossiers and make recommendations to the Dean's Advisory Council. The ARC should include at least 3 faculty members (no more than 1 faculty member from each department, if applicable; at least 1 lecturer).

Each school within the college will nominate one faculty member for the award explaining the reason for their recommendations to the Dean's Advisory Council by March 1. The Dean's Advisory Council will receive the nominees and make the final decision. The Dean will announce the recipient of the award to the community by May 1.

## SUBMISSION/INFORMATION CONTACT

Nominations, applications, and all questions should be directed to Melinda Jones in the Dean's Office. She can be reached by phone at 760-750-4291 and by e-mail at [mjones@csusm.edu](mailto:mjones@csusm.edu).

## AWARD & RECOGNITION

The recipient of the award will be recognized at the CEHHS Annual Recognition Ceremony in early May.