

College of Business Administration
POLICY: FACULTY AND STAFF AWARDS

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Area: Awards

Definition:

Each year, CoBA recognizes outstanding contributions by (tenure track and lecturer) faculty in the areas of teaching, scholarship, and service, as well as staff excellence, in furthering the mission of the college and celebrating the accomplishments of the CoBA community.

Authority:

A committee composed of recent winners in each category and faculty at-large members from prior year committees to bring the committee size to five. Preference is to ensure the maximum number of departments represented. Award nominees cannot serve on this committee. A call for nominations for at-large members shall occur at the March Faculty Meeting. Interested faculty shall submit their nomination materials to the Associate Dean no later than the Friday following the March Faculty Meeting. Following the close of nominations, the Dean's Office shall issue a ballot identifying all nominees and indicating the number of available seats. The number of open seats shall be determined based on number of past year winners, with the committee consisting of a maximum of five (5) members in total.

Scope:

Awards

- Outstanding Teaching
- Outstanding Scholar
- Outstanding Service

Each winner receives a plaque, with the addition of a monetary award of up to \$500 subject to budget approval in any given year.

Eligibility

All CoBA faculty (tenure track and lecturer), staff, and administrators are eligible for awards. Staff and administrators are only eligible for the service award. Winners of awards shall not be eligible to receive an award within the same category for a period of five years.

Criteria

- All awards recognize outstanding contributions toward realizing the educational and scholarly mission of CoBA.
- Specific criteria will be provided for each award in alignment with both the CoBA RTP document and AACSB Standards.
- If there are no nominations that meet the criteria for a specific award, it will not be awarded that year.

Timeline and Deadlines

Calls for nominations in February or March. Nominees shall be notified within one week after each deadline. To be considered for award, Dossiers must be submitted by the last Monday of March. Committee recommendations due to dean's office the third Monday in April. Awards presented at Annual Faculty and Staff holiday celebration.

Outstanding Faculty Teaching Award

Award Overview

This award recognizes teaching excellence and innovation by CoBA faculty that aligns with CoBA's mission and carries impact beyond the classroom.

Eligibility

Tenure track and lecturer faculty are eligible for this award. This award is solely for undergraduate teaching and does not include courses taught at the graduate level (there is a separate award recognizing excellence in teaching in the MBA Program). Winners are not eligible to receive this same award for a period of five years.

Nomination

Formal nomination by survey from undergraduate students that includes course title(s) and a 300-word maximum statement. Note, the minimum acceptable nomination is 170 words. Nominations shorter than that will not be considered. Nominations should highlight how the instructor's teaching stands out among others – what is unique, special, and most importantly, effective in student learning. Nominations should provide evidence of rigor rather than personal characteristics and ideally provide a specific example of the nominee's teaching effectiveness.

Dossier

Once nominations are received from students, the Dean's office may reach out to nominees allowing them to provide additional evidence. Additions to the Dossier (electronic) are limited to:

- CV
- Narrative on teaching up to 750 words.
- List of courses taught and evaluation numeric summaries of previous five years if available.
- Syllabus from course corresponding with nomination letter.
- Up to 3 examples of teaching effectiveness.

Outstanding Teaching Award Criteria

1. Mission-Aligned Teaching Excellence

The instructor's nomination demonstrates evidence of teaching that advances CoBA's mission to provide a transformative business education. This includes preparing a diverse student body for success in an evolving economy and society, delivering high academic standards, integrating theory with practical application, and incorporating real-world learning experiences.

2. Impact Beyond the Classroom

The instructor's nomination demonstrates evidence of a meaningful and lasting influence on students outside of formal instruction—such as through mentoring, career development, research collaboration, or community-based projects.

3. Innovation in Teaching

The instructor's nomination demonstrates evidence of creative, forward-thinking approaches to instruction, assessment, or course design that enhance relevance, engagement, and responsiveness to today's business landscape.

4. Respect and Care for Students

The instructor's nomination demonstrates evidence of a deep commitment to students' personal and academic growth, fostering an inclusive, supportive, and respectful learning environment where all students feel valued and empowered to succeed.

Evaluation Rubric

Criterion	No Evidence (1)	Some Evidence (2)	Strong Evidence (3)
1. Mission-Aligned Teaching Excellence	No clear connection to CoBA's mission or practical application of course content.	Some alignment with CoBA's mission; includes occasional real-world or applied learning activities.	Teaching clearly embodies CoBA's mission; strong use of real-world learning, high standards, and mission-driven design.
2. Impact Beyond the Classroom	No evidence of engagement beyond class activities.	Some examples of informal support or occasional mentorship.	Demonstrated long-term impact through mentoring, professional guidance, research collaboration, or community projects.
3. Innovation in Teaching	Traditional methods used without adaptation or innovation.	Some use of creative tools, assignments, or instructional approaches.	Clear, consistent use of innovative pedagogy that enhances student engagement, learning, or relevance.
4. Respect and Care for Students	No indication of responsiveness or inclusive practices.	Some evidence of student support or awareness of student needs.	Strong commitment to inclusion, care, and responsiveness; students feel heard, respected, and empowered.

Outstanding Faculty Scholar Award

Award Overview

This award recognizes excellence in research and scholarly activity by CoBA faculty. This may include professional publications, conference proceedings, or other quality scholarly work in pursuit of knowledge advancement.

Eligibility

All CoBA tenure track and lecturer faculty are eligible for this award. Winners are not eligible to receive this same award for a period of five years.

Nomination

Can be self-nomination or nominated by colleagues. The R&D committee may be a source of nominations as well as serve in an advisory role in determining the qualifications for the annual award to be related to, but distinct from the summer research grants. The nominator is encouraged to work with the nominee to receive materials for the Dossier.

Dossier

If self-nominating, the nominator can submit the following as part of their dossier. If nominated by a colleague, the Dean's office may reach out to nominees allowing them to provide additional evidence. Additions to the (electronic) dossier are limited to:

- Narrative up to 750 words highlighting the impact of the nominee's scholarly work in the areas of intellectual contributions, impact on the community, and advancing the mission of CoBA and CSUSM.
- Nominee's CV (work with the nominee to obtain)
- Up to 3 examples of intellectual contributions in the past 5 years (may include summary of grants or awards received if relevant).

Outstanding Scholar Award Criteria

1. Scholarly Impact and Contribution

The nominee's scholarship demonstrates a significant and sustained contribution to their discipline, evidenced by publications, presentations, or creative works that advance knowledge and understanding in their field.

2. Research Quality and Rigor

The nominee's work reflects high standards of academic rigor, originality, and methodological soundness, as recognized through peer review, funding, awards, or citations.

3. Integration with Teaching and/or Practice

The nominee demonstrates meaningful integration of research into their teaching, curriculum development, or professional practice—bridging theory and application in ways that benefit students, industry, or the broader community.

4. Collaboration and Mentorship

The nominee contributes to a culture of scholarly collaboration by engaging students, faculty, or external partners in research, and fostering the development of future scholars through mentorship.

Evaluation Rubric

Criterion	No Evidence (1)	Some Evidence (2)	Strong Evidence (3)
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1. Scholarly Impact and Contribution	Minimal scholarly output or unclear contribution to field.	Some record of contribution through publications, presentations, or creative work.	Extensive and influential scholarly contributions with clear impact in the field.
2. Research Quality and Rigor	Research lacks depth, clarity, or peer-reviewed validation.	Research is reasonably rigorous, with some recognition or scholarly merit.	Research is consistently rigorous, original, and recognized through peer review, funding, or awards.
3. Integration with Teaching and Practice	No clear link between research and teaching or practice.	Some examples of research-informed teaching or application.	Research clearly enriches teaching, curriculum, or professional application; benefits to students or stakeholders are evident.
4. Collaboration and Mentorship	No evidence of collaboration or student/faculty involvement in research.	Occasional collaboration or mentorship activities.	Actively fosters research partnerships and mentors students or peers in scholarly work.

Outstanding Service Award (Faculty)

Award Overview

This award recognizes a faculty member whose service contributions go beyond expectations and significantly benefit the university, profession, and/or broader community. Service may include leadership, committee work, professional involvement, or community engagement—executed with integrity, initiative, and a clear impact on others.

Eligibility

All CoBA tenure track and lecturer faculty and administrators are eligible for this award. Winners are not eligible to receive this same award for a period of five years.

Nomination

For faculty, nominations can come from the Dean's Office, the Operations Team, the university, or the business community. The nominator is encouraged to work with the nominee to receive materials for the dossier. Self-nominations may be submitted.

Dossier

If self-nominating, the nominator can submit the following as part of their dossier. If nominated by a colleague, the Dean's office may reach out to nominees allowing them to provide additional evidence. Additions to the (electronic) dossier are limited to:

- Narrative up to 750 words highlighting the impact of the nominee's service contribution work in their department, college, university, university system, discipline, and broader community.
- Nominee's CV (work with the nominee to obtain)
- Up to three pieces of evidence such as letters from the community or other evidence of meritorious service.

Outstanding Faculty Service Award Criteria

1. Institutional Service and Leadership

The nominee demonstrates sustained and meaningful contributions to the governance and operations of the department, college, or university—such as through committees, strategic initiatives, student support, or academic leadership.

2. Professional Service to the Discipline

The nominee actively contributes to the advancement of their academic or professional field through activities such as serving in scholarly organizations, reviewing manuscripts or grants, conference organization, or editorial work.

3. Community or Public Engagement

The nominee applies their academic expertise to benefit the broader community—such as through civic engagement, public education, nonprofit collaboration, or applied research that addresses societal needs.

4. Integrity, Collegiality, and Impact

The nominee consistently upholds the values of integrity, collaboration, and equity in their service roles. Their contributions positively impact the institution, their field, or the public in visible and meaningful ways.

Evaluation Rubric

Criterion	1 – No/Limited Evidence	2 – Some Evidence	3 – Strong Evidence
1. Institutional Service and Leadership	Minimal or routine participation in service roles; limited engagement or impact.	Regular involvement in departmental or university service; occasional leadership or initiative.	Consistent, sustained leadership and high-impact contributions to institutional committees, initiatives, or academic governance.
2. Professional Service to the Discipline	Little or no engagement in professional organizations or scholarly service.	Participates in professional service activities (e.g., reviewing, conference roles).	Plays a significant role in advancing the field through leadership, editorial work, or major professional service commitments.
3. Community or Public Engagement	No evidence of applying academic expertise beyond the university.	Occasional involvement in outreach, public scholarship, or community engagement.	Actively applies expertise to serve the public good; leads impactful civic, nonprofit, or community-based scholarly work.
4. Integrity, Collegiality, and Impact	Service appears inconsistent or self-serving; limited positive influence on others.	Generally reliable and collegial in service; some evidence of integrity and impact.	Clearly models integrity, equity, and collaboration; service contributions produce lasting, visible impact on others or systems.

Outstanding Service Award (Staff)

Award Overview

This award recognizes staff who demonstrate an ethic of service that goes beyond assigned duties and reflects a deep commitment to supporting others. They act with care, initiative, and integrity—consistently prioritizing the needs and well-being of students, colleagues, and the campus community. Their work contributes to an inclusive, positive, and high-functioning environment and reflects a genuine desire to make a meaningful difference.

Eligibility

All CoBA staff are eligible for this award. Winners are not eligible to receive this same award for a period of five years.

Nomination

- For staff, nominations may come from faculty, staff, or administrators. The nominator is encouraged to work with the nominee to receive materials for the dossier. Self-nominations may be submitted.

Dossier

If self-nominating, the nominator can submit the following as part of their dossier. If nominated by a colleague, the Dean’s office may reach out to nominees allowing them to provide additional evidence. Additions to the (electronic) dossier are limited to:

- Narrative up to 750 words highlighting the impact of the nominee’s service contribution work in their department, college, university, university system, discipline, and broader community.
- Nominee’s CV (work with the nominee to obtain)
- Up to three pieces of evidence such as letters from the community or other evidence of meritorious service.

Outstanding Service Award (Staff) Criterion

1. Initiative Beyond Job Duties

The nominee regularly goes above and beyond their assigned duties with self-motivated actions that improve service, systems, and/or experiences.

2. Positive Community Impact

The nominee actively contributes to a positive, inclusive, and collaborative work environment and builds community and trust across units.

3. Service Mindset and Integrity

The nominee consistently displays a mission-driven attitude grounded in integrity and a desire to make a meaningful difference.

Evaluation Rubric

Dimension	1 – No Evidence	2 – Some Evidence	3 – Strong Evidence
Initiative Beyond Job Duties	Performs core responsibilities with little engagement beyond defined tasks.	Occasionally takes initiative to solve problems or improve processes.	Regularly goes above and beyond assigned duties with self-motivated actions that improve service, systems, or experiences.

Dimension	1 – No Evidence	2 – Some Evidence	3 – Strong Evidence
Positive Community Impact	Little or no evidence of contributing to the workplace or campus culture.	Some contributions to team or campus culture, or isolated efforts to support inclusivity and morale.	Actively contributes to a positive, inclusive, and collaborative work environment; builds community and trust across units.
Service Mindset and Integrity	Limited signs of a service-oriented attitude; motivation unclear or inconsistent.	Sometimes reflects a helpful or others-centered mindset.	Consistently displays a selfless, mission-driven attitude grounded in integrity and a desire to make a meaningful difference.

Teaching Award Timeline

- Announcement will be made at the February and March faculty meetings. Additionally, reminders will be sent out via email on the first Fridays of February and March.
- The survey where students can submit their nomination will be sent the first Monday in March.
- Initial nominations due by 5:00 PM on the third Monday in March.
- The Dean's office will email nominees with the options to submit additional materials the third Friday in March.
- Additions from nominees will be due the last Monday in March
- Finals Dossiers made available to committee members the first Wednesday in April
- The Committee deliberates during the first two weeks of April.
- Final decisions from Committee due third Monday in April
- Announcement and award presentation will be at End of Year event in the 1st or 2nd Thursday in May (the week preceding finals week)

Scholar and Service Awards Timeline:

- Announcement will be made at the February and March faculty meetings. Additionally, reminders will be sent out via email on the first Fridays of February and March.
- Initial nominations due by 5:00 PM on the third Monday in March.
- The Dean's office will email nominees with the options to submit additional materials on the third Friday in March.
- Additions from nominees will be due the last Monday in March
- Finals Dossiers made available to committee members the first Wednesday in April
- The Committee deliberates during the first two weeks of April.
- Final decisions from Committee due third Monday in April
- Announcement and award presentation will be at End of Year event in the 1st or 2nd Thursday in May (the week preceding finals week)