



## President's Award for Outstanding Lecturer

2024-2025 Guidelines and Call for Nominations

### PURPOSE OF THE AWARD

This award recognizes one lecturer faculty member each year who significantly contributes to student learning, advances the university mission of educational excellence, and demonstrates dedication to our diverse student community.

### ELIGIBILITY

All current lecturer faculty members with faculty appointments, including teaching and/or non-teaching assignments, at California State University San Marcos for one or more semesters (or 4 months per year) during each of the last three years are eligible for nomination.

### TIMELINE

SEP 03	OCT 07	OCT 28	NOV 22	DEC 13	JAN 16, 2025
• Call for nominations	• Deadline for nominations	• Deadline for dossier submissions	• Selection Committee recommendation due to the President	• Award announcement	• CSUSM Awards & Service Celebration

### NOMINATION PROCESS

Faculty are nominated for this award by colleagues or department chairs/program directors, students who are **not** currently enrolled in any of their courses, and alumni who have graduated within the past year.

Student Nomination letters should be submitted electronically and should:

1. include a completed Award Nomination Cover Page.
2. include Information on the course(s) completed with the faculty member, including name, course number, semester, and section (if applicable) or information on the nature of the interaction with a non-instructional faculty member.
3. be between 100-500 words in length.

**Students must submit their nominations by the deadline in the form of a detailed letter that addresses the criteria below.**

Faculty Nomination letters should be submitted electronically and include the following:

1. A completed Award Nomination Cover Page
2. Address the award criteria listed below.
3. Be between 100-500 words in length.

Faculty who are nominated will be contacted by the Office of the President, and all nominees will receive copies of their nomination letter(s).

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Nomination letters should be submitted electronically to the selection committee through the Office of the President, [presidentialawards@csusm.edu](mailto:presidentialawards@csusm.edu). Please include the name of the award in the email's subject line.

## SELECTION CRITERIA

All work considered for the purposes of this award shall have been performed for CSUSM. All nominees may choose to identify within their c.v. and/or essay what activities are wholly voluntary and have fallen outside their compensated assigned duties. The faculty member should successfully demonstrate the following:

- Best practices in higher education pedagogy and/or student support strategies.
- Consistent and notable commitment to the mission of the university and unit, e.g., college or department. This may also include any institutional services to CSUSM and/or the broader community on behalf of CSUSM as well as research or creative activity as a CSUSM faculty member.
- Dedication to our diverse student community; and
- exemplary contributions to student success and academic life.

### Dossier

Accepting the nomination requires the faculty member to electronically submit a dossier to the committee through the staff liaison, [presidentialawards@csusm.edu](mailto:presidentialawards@csusm.edu). The dossier should consist of:

1. A narrative essay of 500-750 words.
2. A complete vitae or resume.
3. An optional appendix of up to three items of supporting evidence with a maximum of 30 pages.  
Appendices must be submitted electronically.

Specifically, the applicant's essay should:

- 1a. For instructional faculty, describe their teaching philosophy and pedagogical strategies.
- 1b. For non-instructional faculty, describe their professional philosophy and strategies.
2. Explain how their teaching or professional performance meets the needs of CSUSM students.
3. Explain how their work addresses the mission of the university and their unit.

## SELECTION PROCESS

The selection committee is composed of the following members:

1. One faculty member chosen by the President
2. One academic administrator chosen by the Provost
3. One current CSUSM student appointed by Associated Students, Inc.
4. A member of the Academic Senate Executive Committee
5. The faculty member who is the immediate past recipient of the award (or a lecturer designee appointed by the Executive Committee of the Academic Senate)

Committee members will review nominations and dossiers and recommend a faculty member explaining the reason for their recommendation to the President. The President will make the final decision based on the Selection Committee's recommendation.

An announcement to the campus community will ensue after the President has selected the award recipient. Recognition of the honoree will take place at the CSUSM Awards and Service Celebration, and they will receive a \$2,000 privately funded award and a plaque.

The award criteria and process shall be reviewed every three years for currency and clarity.

## SUBMISSION/INFORMATION CONTACT

Nominations, applications, and all questions should be directed to Melinda Jones in the Office of the President; by email at [presidentialawards@csusm.edu](mailto:presidentialawards@csusm.edu).