

Revision Date: March 21, 2014
Last Reviewed: March 21, 2014
Approved: April 14, 2014

Jacksonville State University
Faculty Honors Committee Policies and Procedures

Committee Purpose and Overview

The Faculty Honors Committee shall exist as a sub-committee of the Jacksonville State University Faculty Senate for the purpose of recognizing distinguished Jacksonville State University faculty members by selecting and recommending recipients of established university faculty awards. The committee shall serve as the formal body of review in the award of all categories of faculty honors under the jurisdiction of the committee.

Committee Selection and Makeup

The Faculty Honors Committee will consist of no less than five (5) members of the Faculty Senate and shall serve one academic year. The selection of the committee will be by nomination and vote of the Faculty Senate. The chair of the Faculty Honors Committee shall be a member of the committee and elected by a majority vote of the committee members. In the event that five (5) members of the Faculty Senate are unavailable to serve on the committee, an “at-large” faculty member at Jacksonville State University may be sought to serve on the committee during the Faculty Honors Award process. This “at-large” committee member shall not be from a department or college currently represented on the committee.

Committee Function

The Faculty Honors Committee shall develop, implement, and periodically review criteria and attendance procedures relating to nominations for the faculty awards under the jurisdiction of the committee. Each academic year, the committee will promote and solicit nominations for each faculty award. Upon receiving nominations, the committee shall review all nominations, letters of recommendation, and other supporting documents. A called meeting of the committee will be

the responsibility of the committee chair for the purpose of determining recommendations for recipients of each award. Recommendations for faculty award recipients shall be based solely upon the criteria set forth for each award.

In the event that the committee is unable to make a recommendation for an award due to a “tied vote” of the committee, a secondary vote shall be conducted in a “run-off” format. If the “run-off” vote results in a tie, the President of the Faculty Senate or his/her designee shall cast a deciding vote. All related nomination material, letters of recommendation, and supporting documents shall be made available to the Senate President prior to casting a deciding vote.

Recommendations for faculty awards shall be reported to the Vice President of Academic and Student Affairs or his/her designee. The timetable for these functions is as follows:

- February - Disseminate initial solicitation of nominations from faculty, administrators, students, alumni, or community associates as specified by each award criteria. Deadlines for nominations shall be clearly identified in the solicitation. All supporting documents and recommendation letters related to a nomination shall be submitted to the committee by the deadline for consideration for faculty awards. Specific dates shall be determined in conjunction with the Office of The Vice President of Academic and Student Affairs.
- March - Disseminate second solicitation of nominations. Specific date shall be determined in conjunction with the Office of The Vice President of Academic and Student Affairs.
- April – Recommendations for recipients of each award shall be determined by vote of the Faculty Honors Committee in a called meeting. Recommendations shall be presented to The Vice President of Academic and Student Affairs or his/her designee. The deadline for presenting recommendations will be determined in conjunction with Office of The Vice President of Academic and Student Affairs.

Conflict of Interest

In maintaining the integrity and reliability of the faculty awards process, members of the Faculty Honors Committee shall consider any conflict of interest that may exist when serving in the function of reviewing, considering, and voting for recipients of faculty awards. A conflict of interest shall be defined as a familial or personal relationship with any nominee that the committee member feels may prevent them from objectively reviewing, considering, or recommending a nominee for any faculty award in which the conflict exists. A committee member shall notify the committee chair of any perceived conflict of interest prior to voting in the faculty awards recommendation process. In the event of a disclosure of a conflict of interest by a committee member, the member shall abstain from voting for the award in which conflicts of interest exist and will not be present during the voting process for said award. However, the committee member shall be permitted to vote in the faculty awards process for all other awards.