

# Distinguished Full Professor Award

## Guidelines

The intent of the Distinguished Full Professor Award is to recognize faculty members who have served the College for a minimum of four years in the rank of Full Professor and who continue to perform in an exemplary manner through **service, scholarship, innovation, leadership**, and other **professorial achievements**. It is intended both to recognize those professors whom faculty should emulate and to reward professors who show outstanding leadership at the college.

### Nominations

1. Candidates may be nominated by colleagues at the college or in the professional community.
2. No anonymous nominations will be accepted.
3. Nominations will be accepted through **Friday, March 29, 2024**.

### Selection Committee

1. The Selection Committee will include three elected full professors from the Arts and Sciences Division; three full professors from the Health & Human Services and three from the Business & Engineering Technologies Divisions; plus the Deans of each Academic division.
2. The selection committee will be formed during the **month of March**; current professors will elect three representatives from a current list of eligible professors in their division to serve on the Distinguished Full Professor Award Selection Committee.
3. Once they have served, selection committee members may not serve a consecutive term unless approved by the College and CSEA. Award winners will also be ineligible to serve on this committee for one academic year following receipt of their award.

### Candidate Requirements

1. Once notified of their nomination, candidates will submit a 1-2 page narrative summary<sup>1</sup> describing their significant contributions and leadership, **during the last three years**, in one or more of the following categories (examples of such documentation parallel what is found in the Faculty Promotion and Tenure Handbook):
  - a. Service to the department, division, or college
  - b. Service to the profession
  - c. Scholarly work
  - d. Teaching innovations
  - e. Community service that represents Columbus State
  - f. Student advising

<sup>1</sup> Note: Candidates who are finalists may submit a mini-portfolio at the interview stage. Prior to this stage, portfolios are discouraged.

2. Candidates are required to solicit three or more confidential letters of support from college faculty or staff; colleagues in the professional community; and/or members of the student body, who are in a position to attest to the contributions described in the narrative summary. *No letters from the candidate's current students will be accepted.*
3. The confidential letters of support shall be emailed to [dfp@csc.edu](mailto:dfp@csc.edu)
4. Candidates will be notified when their letters have been received.
5. Professors may receive this award no more frequently than once every three years with a maximum of three designations for any individual Professor's career.

### **Timeline**

The selection of the Distinguished Full Professor Award Selection Committee will take place in March.

Nominations for the Award will be accepted through **Friday, March 29, 2024.**

Nominated candidates have until **Friday, April 12, 2024,** to submit narratives and letters of support to [dfp@csc.edu](mailto:dfp@csc.edu)

1. The Selection Committee will meet in late April.
2. The candidates' narrative summaries and letters of support will be reviewed by the Selection Committee to generate a list of finalists who the committee will interview.
3. The Selection Committee will interview each of the finalists during late April.
4. Nominees will be individually informed of their status at the completion of this step in the process.
5. The Distinguished Full Professor Award winners will be announced.

To nominate a candidate for the 2023 Distinguished Full Professor Award, please use the following link. [DFP Nomination Form](#). Nominations will be accepted through **Friday March 29, 2024.** Please direct any questions to **Barbara Allen at ([dfp@csc.edu](mailto:dfp@csc.edu)) The Office of Employee Engagement and Belonging.**