



## CHICAGO STATE UNIVERSITY

**TO:** Tenured/Tenure Track Faculty and Unit A Clinical Faculty  
**FROM:** The Unit A Faculty Excellence Committee  
Dr. Bernard Rowan, Associate Provost, Contract Administration  
**DATE:** February 13, 2026  
**SUBJECT:** Faculty Excellence Award Application Process

Each year, the University recognizes the superior work of its faculty members. This recognition is through the CSU/UPI Local 4100 Contract, which includes the Faculty Excellence Awards. The awards recognize outstanding achievement by tenured and tenure-track faculty members and Unit A clinical faculty members in the areas of teaching/performance of primary duties, research/creative activity, and service. For the 2025-2026 academic year, up to five (5) nominees will be selected for the award, and each of the awardees will receive a \$1,300.00 cash award at the end of the 2025-2026 academic year.

A Faculty Excellence Awards Committee will use the criteria listed in Section 29.3.b. of the *Contract* to evaluate applicants for awards. The Committee defines excellence as **superior** performance in one of the aforementioned areas. Interested faculty members should submit materials based on the guidelines and timetable outlined in this memorandum.

Chairpersons and/or program directors, deans, and administrators are not eligible to receive a Faculty Excellence Award, and members of the Faculty Excellence Awards Committee will refrain from applying for the award during their year of service.

A tenured or tenure-track faculty member or a Unit A clinical faculty member may self-nominate or nominate another tenured/tenure-track faculty member or Unit A clinical faculty member for the award. To nominate another faculty member, you must submit a letter of not more than two pages addressed to the Faculty Excellence Awards Committee stating why you believe that person is deserving of the award. Persons nominated by others will be asked to submit an evaluation portfolio for the committee's consideration by the application due dates. (see timetable below).

Each full-time tenured and tenure-track faculty member or Unit A clinical faculty member who wishes to be considered for the award shall be evaluated and selected based on the criteria established by the nomination committee. The criteria include the following:

1. A letter of application (not to exceed two pages) directed to B. Rowan, Associate Provost, Contract Administration, describing the qualifications for receiving a Faculty Excellence Award. The area of performance (designate only one) qualifying as superior must be indicated within the letter of application. **Designating more than one area as superior will result in automatic disqualification. Materials should be submitted electronically in PDF format** and should include a detailed summary of representative documentation of items in the non-designated areas of performance.



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2. A letter from the Chair or Dean stating that the candidate meets the expectations at the appropriate performance level for their department and/or rank in the other two non-designated areas.
3. If applicable, a letter from another faculty member that nominates the candidate for the award. The letter must state why the candidate deserves the award.
4. **A PDF portfolio (e.g., via Watermark/Faculty Success) of activities in the designated area for the period covering March 4, 2025 through March 3, 2026, with representative documentation of items in the other two areas.** (Note: Paper portfolios must be converted to and submitted in PDF format). The PDF portfolio must contain:
  - a. Table of Contents (May be generated if in Watermark/Faculty Success).
  - b. Approved current Departmental Application of Criteria.
  - c. List of activities accomplished during the period from March 4, 2025 through March 3, 2026. **(A curriculum vitae or résumé will not be considered a substitute for a list of activities but** may be included in the portfolio.) Activities should be matched to the criteria in the DAC.
  - d. Official revised yearlong work assignments sheets covering the period under consideration and re-assigned time activities.
  - e. Supporting materials to document activities and accomplishments in the **designated area** of teaching/performance of primary duties, research/creative activity, or service. Suggested guidelines for each category are:
    - i. **Teaching/Performance of Primary Duties:** Including but not limited to student, peer, and chair/director evaluations. External recognition of performance outside the unit for outstanding teaching/performance of primary duties, contributions to student development, course materials, work with the discipline or department's accreditation, and/or program review, etc. Demonstrable leadership in the discipline and/or program/curriculum development or revision.
    - ii. **Research/Creative Activity:** A letter of acceptance for publication or actual publication (reprint), evidence of receipt of grants (especially competitive external) and patents being awarded, documentation of poster, paper, or podium presentations at conferences, workshops, and seminars, beyond attendance, etc. Creative activities should document performances or showings, recordings, performances, as well as reviews of work. Research conducted as part of the workload should be included in this section. All research involving human or animal subjects should have the appropriate institutional review board authorization attached.
    - iii. **Service:** Demonstrable leadership in service to the University, profession, or the community. The portfolio should include copies of awards and recognition, and other evidence reflecting the nominee's service contributions to the various

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venues. Service does not include paid activities, such as cue-awarded or paid consultancy.

- f. Whether you have won the Faculty Excellence Award in a previous year (and which years, if applicable)
- g. **Representative documentation of materials, beyond the listing, for the other two areas is also required.**

These suggested activities for documentation do not preclude other activities and accomplishments not enumerated above, and which fit your department's criteria for outstanding accomplishments. Applicants cannot add materials to their portfolios once they have been submitted for evaluation unless requested by the Committee.

The Faculty Excellence Awards Committee shall recommend up to ten (10) candidates to the President. The President shall select up to five (5) of the nominees for the award, and each of the awardees shall receive a \$1,300.00 cash award at the end of the 2025-2026 academic year.

This year, the Committee is implementing the following provisions:

1. From this competition forward, all winners of a Faculty Excellence Award will be required to serve on a subsequent Faculty Excellence Awards Committee within one of the next two years.
2. From this competition forward, all winners of a Faculty Excellence Award will now be ineligible to apply for a period of the next two succeeding years.

The timetable is as follows:

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|-------------|---|
| February 24 | Nominations by others are due no later than 4 p.m. to the Faculty Excellence Committee Chairs (Dr. Sylvia Weintraub and Dr. Maryse Nazon) (E-mails: <a href="mailto:mweintra@csu.edu">mweintra@csu.edu</a> and <a href="mailto:mnazon@csu.edu">mnazon@csu.edu</a> )                       |
| March 17    | All portfolios and accompanying letters are due no later than 4 p.m. by email to Dr. Bernard Rowan, Associate Provost, Contract Administration (E-mail: <a href="mailto:trowanii@csu.edu">trowanii@csu.edu</a> ).   |
| April 15    | Faculty Excellence Awards Committee recommends up to ten (10) nominees to the President.  |
| May 2       | President announces the names of the individuals selected to receive a Faculty Excellence Award. The President's decision shall not be subject to Article 5, Grievance Procedures.  |
| Cc:         | Zaldwaynaka Scott, J.D., President<br>Dr. Sonja Feist-Price, Executive Provost and Vice President for Academic Affairs<br>Dr. Jubilee Dickson, Chapter President, Local UPI 4100<br>Dr. Jason Raynovich, Chair, CSU Faculty Senate<br>College/Unit Deans, Chairpersons, Program Directors |

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