



CHICAGO STATE UNIVERSITY

TO: Unit B Lecturers (Full- and Part-Time)

FROM: The Unit B 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 Unit B faculty members in the area of teaching/performance of primary duties. For the 2025-2026 academic year, up to two (2) 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 41.10.a. of the *Contract* to evaluate applicants for awards. The Committee defines excellence as **highly effective** performance in teaching/performance of primary duties. 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 Unit B faculty member may self-nominate or nominate another Unit B faculty member for the award. To nominate another faculty member, submit a letter of not more than two pages addressed to the Faculty Excellence Awards Committee stating why the colleague deserves 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 Unit B 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 required documents are 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 in the area of teaching/performance of primary duties.
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.
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 area of teaching/performance of primary duties for the period covering March 4, 2025 through**

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March 3, 2026. (Note: Paper portfolios must be converted to and submitted in PDF format). The PDF portfolio must include the following:

- a. Table of Contents (May be generated in Watermark).
- 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 teaching/performance of primary duties. Suggested materials:

Teaching/Performance of Primary Duties: Including but not limited to student, peer, and chair/director evaluations. Recognition of performance for outstanding teaching/performance of primary duties, contributions to student learning, course materials, and syllabi. Documentation of non-teaching duties and their evaluation (if and as applicable).

- f. Indicate whether you have won the Faculty Excellence Award in a previous year (and which years, if applicable)

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 in teaching/performance of primary duties for Unit B. Omissions in the materials requested above will result in either non-consideration and/or rejection of the application. Applicants cannot add materials to their portfolios once they have been submitted for evaluation.

The Faculty Excellence Awards Committee shall recommend up to two (2) candidates to the President. The President shall select up to two (2) 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: mweintra@csu.edu and mnazon@csu.edu)

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: trowanii@csu.edu).

April 15 Faculty Excellence Awards Committee recommends up to five (5) 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
Dr. Sonya Feist-Price, Provost and Executive Vice President for Academic Affairs
Dr. Jubilee Dickson, Chapter President, Local UPI 4100
Dr. Jason Raynovich, Chair, CSU Faculty Senate
College/Unit Deans, Chairpersons, Program Directors

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