

Attachment 1
Criteria for the Annual Kansas Board of Regents Faculty of the Year Award

Nominees

Eligibility is restricted to faculty meeting the following requirements:

- Full-time, tenured or tenure-track faculty
- Demonstrate one’s teaching, scholarship/research, and service over the preceding academic year* have exemplified excellence and commitment to the mission of the institution. (*confirmed by the dean of their respective college*)
- Have not received the annual KBOR Faculty of the Year Award in the previous two (2) years.

Nominations

Nominations must adhere to the following guidelines to be accepted:

- Nominations may only be submitted by a faculty senator employed at the same institution as the nominee during the preceding academic year. *
- A faculty senator may submit two nominations per year, one for a tenured faculty and one for a tenure-track faculty.

Submission

- Nominations must be submitted to the “Faculty Senate KBOR Faculty of the Year Awards Committee.” See first bullet under **Selection**.
- Nominations are due by March 15th of the awarding year. #
- Nomination includes nominee’s name, academic department, and distribution of their workload for the academic year in which they are being nominated.
- Nomination includes the nominator’s name, academic department, and position held at their institution.
- A summary not to exceed 500 words of the nominee’s accomplishments including evidence to support the nomination.

Suggested examples of supporting materials/evidence:

Scholarship/ Research	<ul style="list-style-type: none"> • Papers, monographs or other publications • Works in progress • Juried or invited exhibitions. • Reviews of creative work
Service	<ul style="list-style-type: none"> • University Service (Conducting educational studies/investigations; Outreach; Board of Regents System; University-wide or College-wide; Departmental) • Offices held in academic, professional, and scholarly societies • Public and/or governmental service activities • Consulting activities • Community service
Teaching	<ul style="list-style-type: none"> • Course load data • Master's degree committee memberships • Theses directed or student advising • Preparation of instructional media • Institutes, workshops, and other programs attended

- It is at the discretion of each institution if additional materials may be required.

Selection

- The Faculty Senate at each institution shall have a committee consisting of current full-time faculty (including the Faculty Senate President as ex-officio member) to collect and review the applications for the KBOR Faculty of the Year Awards (KBOR Award Committee). This committee will verify with the dean of the respective college that the nominee is in good standing with the university and their academic department, that the nominee's teaching, scholarship/research, and service over the preceding academic year have exemplified excellence and commitment to the mission of the institution, and verify the nomination is valid and complete. Incomplete nominations or lack of a dean's validation will not be considered. It will be at the discretion of each university KBOR Award Committee on how the final selection will be made.
- Any acting KBOR Award Committee members will recuse themselves (excluding the Faculty Senate President) from the review and selection process if they have been nominated for the award. The Faculty Senate President will appoint a replacement to serve on the KBOR Award Committee.

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- The names of the two award recipients determined by each university's KBOR Award Committee (*one tenured faculty and one tenure-track faculty*) will be provided to the Chair of the Counsel of Faculty Senate Presidents (COFSP). The Chair of the COFSP will submit the names of all award recipients to the Kansas Board of Regents by May 15th of the awarding year.
- The Kansas Board of Regents will review and approve/reject the award recipients provided by the Chair of the COFSP during the annual KBOR August retreat.
- Faculty receiving awards will be notified prior to the September KBOR meeting (typically Wednesday of the 3rd week of September)
- Awardees are highly recommended to attend the September KBOR meeting to be recognized for their achievement.

* (e.g., 2024 award - August 2022 through August 2023)

(The date may be adjusted per institution so long as selection and Faculty Senate approval are completed before May 15th of the awarding year.)