

Distinguished Scholarship Awards Committee Procedures

Approved by Academic Senate Executive Committee on 04.08.14

Committee Description:

The Distinguished Scholarship Awards (DSA) Committee oversees the Distinguished Scholarship Award, an Academic Senate award given yearly to three faculty members. The DSA Committee advertises the award, screens nominations, and selects three nominees to recommend to the President's Office. The President's Office makes the final selection and notifies the awardees.

The DSA Committee was established in 2003-2004 as the Distinguished Scholarship Award Committee and originated as a spin-off committee from the Academic Senate Research and Professional Development Committee. The DSA was originally called the Distinguished Research, Creative Activity and Professional Development Award (AS-602-03/RP&D), then the Distinguished Scholarship Award (AS-638-05). AS-772-13 increased the number of annual awards from two to three, effective AY 2014-15.

Committee Membership:

The DSA Committee observes the elements of committee membership as found in the Bylaws and authorized by the Resolution on Changes to the *Bylaws of the Academic Senate* (AS-671-08. VII.B and VIII.I.3. a&b.). The committee includes at least one voting General Faculty from each College and from Professional Consultative Services. *Ex officio* members consist of a representative appointed by the Provost from the Office of Research and two ASI representatives – one undergraduate and one graduate student. The *ex officio* members are voting, as per VIII.B. of the Bylaws.

Distinguished Scholarship Award Nomination Procedure:

In the fall, nominations are solicited from faculty, staff, students, and alumni by email. All nominations are submitted through an online form on the Academic Senate website. No late submissions are accepted.

The committee chair contacts department and program heads directly to solicit nominations, and the committee members meet with their respective college deans to help publicize the award.

The DSA Committee believes that the DSA and DTA, the highest awards for the primary activities of Cal Poly faculty, should work together to promote the achievements of the faculty.

Distinguished Scholarship Award Evaluation Procedure:

After nominations are received, the Academic Senate office screens nominees for eligibility based on the criteria attached to AS-602-03/RP&D. The DSA Committee chair then requests a short CV (five pages maximum) and a short statement (two paragraphs maximum) from all of the eligible nominees.

The committee chair requests the CV and statement by email. The committee sets a deadline for the receipt of these documents. Documents received after the deadline are not reviewed.

The committee members review the CVs and statements and then meet to discuss them. The committee then selects a group of finalists (typically four to ten people) and requests from these finalists a fuller CV (not to exceed ten pages), a two-page statement addressing the award criteria, and the names and contact information of three references who know the nominee and the nominee's work; at least one of these references should be from outside the Cal Poly community.

The committee members then review these materials and the committee chair contacts references. The committee meets to discuss the finalists; generally several meetings are required to achieve consensus.

The committee chair then forwards three names to the President's Office and copies the Academic Senate Office. The President's Office notifies the awardees.

Distinguished Scholarship Award Faculty Colloquium:

Academic Affairs, in consultation with the DSA Committee, organizes an annual Distinguished Scholarship Award Colloquium at which the three DSA recipients present short talks about their research. The dates of these colloquia have varied according to circumstances.

These procedures were approved by the DSA Committee in February 2014 and submitted to the Academic Senate Office on March 3, 2014.