

# ACADEMIC SENATE PROPOSAL TRACKING SHEET

**(Document To Be Originated By Academic Senate Secretary On Canary Color Paper)**

**All proposals MUST have their originating college faculty body (Ex. Arts & Sciences, Education and Nursing; Technical Sciences) approval and must be signed by the submitter and the college dean before being submitted to the Academic Senate Secretary.**

1. Submit all proposals (using the appropriate Academic Senate program/degree and/or course revision forms) to the Academic Senate Secretary.
2. The Academic Senate Secretary logs and numbers items and forwards them to the appropriate Academic Senate subcommittee(s): General Education (if applicable), or Curriculum.
3. The Academic Senate subcommittee(s) consider(s) the proposal. If approved, the proposal is forwarded to the next committee. If a committee disapproves the proposal, the originator may request that the item be forwarded to the next body for consideration. The committee will provide written rationale to the originator when a proposal is disapproved and the proposal is returned to the originator.
4. The Academic Senate considers the proposal and approves or disapproves. If approved, the proposal is forwarded to the Full Faculty for consideration. If the Academic Senate disapproves the proposal, the originator may request that the item be forwarded to the Full Faculty for consideration. The Academic Senate will provide written rationale to the originator when proposals are disapproved and the proposal is returned to the originator.
5. The Full Faculty considers Academic Senate approved proposals. If faculty approve, the proposal will then be forwarded to the Provost. The Provost approves or disapproves the proposal. If approved, the proposal is then forwarded to the Chancellor.
7. The Chancellor approves or disapproves the proposal.

**Subcommittee and Academic Senate college representatives will notify their respective colleges' of the progress of submitted proposals or the proposal may be tracked via the web page --**

**<http://www.msun.edu/admin/provost/asproposals.htm>**

**Documentation and forms for the curriculum process is also available on the web page:**

**<http://www.msun.edu/admin/provost/asforms.htm>**

**\*\*\*\*\* (If a proposal is disapproved at any level, it is returned through the Academic Senate secretary to the Dean of the submitting college who then notifies the originator.)**

Proposal # <u>11-37</u>	Title: <u>FACULTY EXCELLENCE AWARD</u>
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(proposal explanation, submitter and college dean signatures on attached program/degree or course revision form)

	Date			
Received by ACAD Senate	_____			
Forwarded to Gen Ed Committee	_____	Approved _____	Disapproved _____	
		Signature _____		Date _____
Returned to ACAD Senate	_____			
Forwarded to Curriculum Committee	_____	Approved _____	Disapproved _____	
		Signature _____		Date _____
Returned to ACAD Senate	_____			
Forwarded to Graduate Council	_____	Approved _____	Disapproved _____	
		Signature _____		Date _____
Returned to ACAD Senate for Vote	<u>3-22-12</u>	Approved <input checked="" type="checkbox"/>	Disapproved _____	
		Signature		Date _____
Forwarded to Provost for Approval/Disapproval	_____	Approved _____	Disapproved _____	
		Signature _____		Date _____
Forwarded to Chancellor for Approval/Disapproval	_____	Approved _____	Disapproved _____	
		Signature _____		Date _____
Copies sent to originating college and	_____			

## **Faculty Excellence Award**

Nominations for the award may come from Chairs, Deans or other university colleagues in recognition of significant or sustained performance in service to the University. Performance in service to the University may be in the following areas:

- Teaching Excellence
- Scholarship
- Service to the University
- Service to the Community
- Advising
- Grant writing
- Recruiting and promotion of the University
- Fundraising

The award may be in recognition of a significant contribution in a single area or, more likely, sustained contributions in a number of these areas. These contributions should be above and beyond what is expected of a faculty member in the normal performance of his/her responsibilities as a faculty member and exceeds the expectations for continued appointment or promotion.

The university colleague who recommends a faculty member for this award shall accept responsibility for preparing the nomination package in cooperation with the faculty member's chair, dean and other colleagues. The nomination package will include specific accomplishments that distinguish the faculty member's service as defined above. In addition a statement to be used as the citation for the award will be proposed.

A selection/review committee will be established by the Chancellor consisting of chair(s), Dean(s), Provost, one faculty member from each college selected by the Academic Senate, and administrators who will evaluate the merits of the proposed award nomination based on these criteria.

This award will not be regulated by quota or requirement to award the honor each year nor will it be restricted by the number of annual awards except that the prestige and notability of the award be maintained. Nominations may be made at any time during the academic year, but will be evaluated during the month of April each academic year. The award and recognition will be made during commencement ceremonies.