Knight Foundation School of Computing and Information Sciences (KFSCIS)
Faculty and Staff Awards Procedures

The purpose of this document is to outline policies and procedures followed by KF-SCIS in determining faculty award recipients.

CEC Faculty and Staff Awards

The College of Engineering and Computing (CEC) offers four awards to faculty every academic year (AY): **Teaching**, **Research**, **Service** and **Mentoring**; in addition to three awards to staff: **Institutional, Strategic and Operational Excellence**, **Knowledge and Achievement**, and **Service Excellence**. When the office of the dean (CEC) issues the call for nominations, the awards committee or the KFSCIS director forwards the e-mail to the KFSCIS faculty and staff and encourages them, with emphasis on the previous year's KFSCIS award winners, to submit their nominations.

KF-SCIS Faculty and Staff Awards

KFSCIS also defines several faculty and staff awards, also administered once per academic year (AY). For all categories, the committee reserves the right to select no faculty if there are insufficient faculty rated "Outstanding", or more than the target number as well.

In the beginning of Fall semester, the Director will provide a list of fulltime faculty members ranked as "Outstanding" in either one aspect or their overall annual evaluations, in addition to the evaluations themselves. The awards committee will evaluate these nominees and make their recommendations based on award criteria and eligibility and provide the names to KFSCIS Administration before the third Monday in November. The Director shall make the final selection based on the recommendations from the committee.

Fulltime faculty are eligible for various sets of awards, as outlined in the table below. Adjunct faculty are not eligible. Additionally, faculty/staff who receive an award during a particular academic year are not eligible to receive any award during the next academic year, and the same award for the next two academic years. To minimize potential conflicts of interest, it is expected that faculty award recipients shall serve on the Awards Committee during the next academic year.

Staff awards shall be selected by the administration, based on recommendations from supervisors.

Faculty Award	Target Number	Eligibility	Criteria
Excellence in Research and Creative Activities	2 total: 1 in applied research 1 in basic research	"Outstanding" rating in Research	Grant funding Publications Research Awards (best paper award,etc) and Recognitions Professional contributions
Excellence in Teaching	2 total: 1 for Teaching; 1 for Non-Teaching	"Outstanding" rating in Teaching	Quality of pedagogy Evidence of learning and effective teaching Professional development in higher education Courses taught
Excellence in Advising and Mentorship	1	"Outstanding" overall rating	Quality of advising and mentorship, Advising and mentorship activities and time involved Demonstrated initiative in advising and mentorship Success of mentees Personal development in advising and mentorship
Excellence in Service Award	1	"Outstanding" rating in Service	Service to the school Service to the college Service to university Service to the profession Service to the community
Outstanding Non-Teaching Faculty	1 (Non-Teaching)	"Outstanding" overall rating Two years of service to KF-SCIS	KFSCIS criteria for TT promotion
Outstanding Teaching Faculty	1 (Teaching)	"Outstanding" overall rating Two years of service to KF-SCIS	KFSCIS criteria for NTT promotion