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, classified as tenured, ~~or~~ tenure-track, or non-tenure-track faculty
- Demonstrate one's excellence in their university duties (including teaching, scholarship/research, extension, libraries, clinical duties, ~~and~~ service and other roles) ~~over the preceding academic year* have exemplified excellence~~ and commitment to the mission of the institution over the preceding academic year*. *(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~~ three (3) nominations per year, one for a tenured faculty, ~~and~~ one for a tenure-track faculty, and one for a non-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	- Papers, monographs or other publications - Works in progress - Juried or invited exhibitions. - Reviews of creative work
Service	- 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	• Course load data • Master's degree committee memberships • Theses directed or student advising • Preparation of instructional media • Institutes, workshops, and other programs attended
Extension	• Educational materials developed (e.g., fact sheets, manuals, online courses, instructional videos) • Community outreach programs (e.g., workshops, training sessions, public lectures) • Impact reports (e.g., documentation of program reach, participant testimonials, or before/after assessments) • Grant funding for extension projects (e.g., funding received for outreach initiatives) • Collaboration with industry or community organizations (e.g., partnerships with businesses, non-profits, or government agencies) • Program evaluations and effectiveness assessments (e.g., survey results, outcome-based evaluations) • Recognition and awards for extension work (e.g., honors from professional organizations, letters of commendation)
Libraries	• Collection development and curation (e.g., acquisition records, special collections, digital repositories) • Instructional support and research assistance (e.g., workshops conducted, research guides created, library instructional sessions) • Innovations in library services (e.g., technology integration, user engagement strategies) • Publication and professional contributions (e.g., articles, bibliographies, reviews, presentations on library science) • Grants or funding for library initiatives (e.g., technology upgrades, digitization projects) • Library outreach and collaboration (e.g., partnerships with faculty, community engagement efforts) • Assessment of library services (e.g., usage statistics, user satisfaction surveys, impact studies)
Clinical	• Direct patient care or clinical supervision (e.g., case logs, patient outcomes, clinical load data) • Innovations in clinical practice (e.g., development of new protocols, use of emerging technologies) • Teaching in a clinical setting (e.g., mentoring students, bedside instruction, simulation training) • Clinical research and publications (e.g., studies on patient care, treatment outcomes, case reports) • Professional development in clinical practice (e.g., certifications, continuing education, specialist training) • Service to professional organizations (e.g., leadership roles, committee work, policy development) • Community health outreach and education (e.g., public health initiatives, free clinics, wellness programs) • Patient or peer evaluations (e.g., feedback from students, patients, or colleagues)

- 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 policy detailing the Faculty & Staff of the Year Awards can be found at: https://www.kansasregents.gov/resources/03122025_Policy_Manual.pdf
  - Chapter II: Governance – State Universities; C. Chief Executive Officer, Faculty & Staff; 9. Faculty & Staff of the Year Awards
- ~~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.)