



Executive Memorandum 23-016

June 8, 2023

From: Gayle E. Hutchinson, President

Subject: Policy on Faculty Recognition and Support Committee; Revision of EM 19-023

Upon the recommendation of the Academic Senate and the concurrence of the Provost, I approve the Policy on Faculty Recognition and Support Committee, effective immediately.

Policy Title:	EM 23-016 Faculty Recognition and Support Committee
Contact:	Academic Senate
Supersedes:	
Revision:	EM 19-023
Enabling Legislation or Executive Order:	

Faculty Recognition and Support Committee

PREAMBLE

Upon the recommendation of the Academic Senate, the Faculty Recognition and Support Committee (FRAS) is constituted. The primary awards within the charge of FRAS include the Outstanding Faculty Awards (OFA) and the Professional Achievement Honors (PAH) awards. These are highly competitive and carry a monetary award.

CHARGE

The purpose of FRAS is: To honor and support the faculty of Chico State for their excellence and achievements in teaching, scholarly, creative, and research activities and in their contributions to the university community; To review, formulate, and recommend policy that will maintain, enhance, and recognize the professional achievements, teaching excellence, and service contributions of the Chico State faculty.

Policy and program recommendations will be forwarded to the Academic Senate Executive Committee; to establish appropriate procedures, determine the criteria for, and to make recommendations to the President of Chico State in order to select honorees for the Outstanding Faculty Awards (OFA), Professional Achievement Honors (PAH) awards, and other campus-based awards that are referred to FRAS by the President or Academic Senate.

FRAS will also be engaged in the process for establishing appropriate evaluation criteria and procedures and to make nominations to the Vice Provost for Research or designee for the

following:

- National Endowment for the Humanities Summer Stipend Program: From a review of concept papers, faculty are selected to submit proposals for the NEH Summer Stipend Program.

In the case of awards and recognition from sources outside the CSU System, FRAS will engage with development of procedure and criteria, solicitation of nominees or applications, selection of recipients, announcement (together with the President) of award recipients, and any other necessary functions;

- Such administration of awards will take place only when the outside source requests administrative assistance from the University or declares the University or any of its representatives to be responsible for the determination of award recipients, and
- The award is determined by FRAS, in consultation with the Provost, to be worthy of Chico State participation.

TYPE

FRAS is a permanent committee as authorized by, and specified in, Article VI, Section 2 of the Constitution of the Academic Senate, Chico State.

REPORTING RELATIONSHIP

FRAS reports to the Faculty and Student Policies (FASP) committee of the Academic Senate. Award recommendations are made to the University President. FRAS will engage in revision of this Executive Memorandum (EM) every two years.

BASIC STRUCTURE

Membership

- Fourteen faculty: two representatives from each of the six larger colleges (BSS, BUS, CME, ECC, HFA, and NSC); one representative from each of the two smaller units (AGR and LIB). Faculty are appointed by the Academic Senate Executive Committee, in consultation with the Provost. Terms of appointment: two years (overlapping appointments). Members are eligible for renewal of term two times.
- One emeritus faculty member appointed by the Academic Senate Executive Committee upon nomination by the Emeritus and Retired Faculty Association of CSU, Chico, in consultation with the Provost. Term of appointment: one year.
- One student, appointed by the Associated Students. Term of appointment: one year.
- One non-voting member, appointed by the Provost.

The immediate past winners of the OFA and PAH awards are invited to serve on the FRAS committee during the academic year following the reception of the award.

It is expected that all members will treat nominations, discussions, and deliberations as highly confidential.

Chair

The Executive Committee of the Academic Senate will appoint the chair from the faculty appointees. FRAS will develop its own operating procedures. The agenda will be set by the chair.

Conflict of Interest

FRAS Committee Members must be objective and impartial in their reviewing of nominations. Therefore, with any nomination that would prevent impartiality or provide the appearance of bias, the Committee Member will recuse themselves. Additionally, in the case of an “immediate family member” as addressed in Chico State EM 09-008 or CSU HR 2004-18, the Committee Member will be recused from any discussions of and voting for that nomination.

If a FRAS Committee Member is nominated for an OFA or PAH, they will recuse themselves from the Committee and a replacement will be identified. No FRAS Committee Member should nominate or contribute to a nomination packet.

First Meeting

Appointments will be made by the end of the spring semester and the first meeting held during the first two weeks of the following Fall semester so that the Committee may set the academic year's agenda and have subcommittees in place by the end of the second week of the Fall semester.

TIMELINE

The process for nominations, review and recommendations will be outlined in the FRAS Operations Manual. The timeline includes collaboration with multiple departments, offices, and the faculty union. The timeline outlining that collaboration is as follows:

1. Nominations will be solicited and received by the Academic Senate Office in the fall semester.
2. The Academic Senate Office will submit a list of nominees to the Office of Academic Personnel (Academic Personnel). Academic Personnel will use criteria from the CSU Employment Policy Governing the Provision of Employee References to ensure nominees meet appropriate criteria. Academic Personnel will notify the Chair of the Academic Senate of the results of the reference check.
3. Nominees who do not meet the appropriate criteria will be removed from consideration. Neither nominees nor nominators will be notified that the nominee is removed from consideration due to this review.
4. The list of nominees who meet appropriate award criteria, and packets of nomination, will be submitted to the FRAS committee.
5. FRAS will convene to review and recommend final nominees for awards.
6. Names of the shortlisted nominees for the awards will again be submitted to Academic Personnel for clearance before awards are conferred.
7. Shortlisted candidates will be discussed by the FRAS Chair with the President and Provost. Deans and Chairs of nominated faculty will be notified of the nomination.
8. Awards will be presented in spring.
9. FRAS will evaluate their process and make any needed changes to the Operations Manual in spring.
10. The FRAS Chair will present an annual report of committee activities to the Academic

Senate at the conclusion of the spring semester.

ADDITIONAL INFORMATION

The University Board and Provost's Office are appreciated for their continued financial support of these faculty awards.