**College of Engineering and Computing**

**Faculty Awards Guidelines**

The College of Engineering and Computing invites applications for the Faculty Awards for the 2021-2022 academic year. The awards will be given in the areas of t*eaching*, *research*, *service* and *mentorship*. All eligible faculty members, **with or without nomination**, are welcome to apply.

**Application Documentation**

* Application form (required)
* CV (required)
* Personal statement summarizing accomplishments (**with emphasis on those over the last five years**) in the chosen category (maximum three pages in length) (required)
* Letter of nomination (optional, maximum two pages in length)
* Letters of recommendation (optional, maximum of two letters, each maximum two pages in length)
* Additional material to support application (see below for the specific details in each category)

*Applications missing any of the required documents will not be considered*.

**Eligibility**

The specific eligibility requirements for each award are listed in the individual award sections below. The following requirements apply to all award categories:

* Applicants must be full-time faculty.
* Faculty members who received a college award in the same category must wait for a minimum of five years to become eligible to apply for the same award again (i.e., must not be listed for the same award category on the CEC Faculty and Staff Awards page, at <https://cecfc.fiu.edu/faculty-and-staff-awards/>, since the 2017 list of award winners).
* Faculty members who received a FIU Faculty Senate award in the same award category are not eligible to apply. They may apply for a different award category.
* Each faculty can apply for a maximum of one award category in a particular year.

*The Awards Committee reserves the right to make no award for any of the award categories.*

1. **Teaching**

***Eligibility:***

* Faculty members must teach at least a minimum of three credit hours in total during the current academic year.
* Faculty members applying for an award for the first time in this area must have been teaching at FIU for at least three academic years (i.e., hiring date no later than August 2019).

***Criteria:***

Excellence in teaching may be demonstrated in as many ways as there are teachers. As such, it is an elusive attribute to define exactly and precisely. Nevertheless, excellence in teaching is evident in the ways that teachers direct, deliver, control, and react to the people, situations, and acquisition of knowledge within the confines of an actual or virtual classroom.

***Additional Documentation:***

* + *Student Evaluations:* Official University summary of student evaluations. Summary for the last four semesters of academic year evaluations for fall and spring (but may include summer evaluations). Any supplemental student evaluations of the department for the last two semesters can also be submitted. *Required.*
  + *Student Letter(s):* Letter from a student explaining why they feel the applicant should receive the award. (Optional, maximum of two letters, each letter at most one page in length).

1. **Research**

***Eligibility:***

* Faculty members applying for an award for the first time in this area must have been employed at FIU for at least three academic years (i.e., hiring date no later than August 2019). Only research completed at FIU will be considered.

***Criteria:***

This award recognizes excellence in research and creative activities. Applicant will be evaluated based on the quality and quantity of their work. The following criteria will determine excellence:

* Margin of excellence - Contributions that enhance the discipline as demonstrated by the recognition of peers and brings prestige to the college and university because of their quality and academic distinction.
* International/National/Community value - research that enhance the mission of the college and university.

***Additional Documentation:***

None*.*

1. **Service**

***Eligibility:***

* Faculty members applying for an award for the first time in this area must have been employed at FIU for at least three academic years (i.e., hiring date no later than August 2019).

***Criteria:***

Applicants will be evaluated based on the assessed value of their contribution and the quality of supporting evidence. Applicants will have demonstrated significant service to the department, college, university, professional organizations and the wider community. Examples of service may include: participation on committees, helping to organize special events, mentoring organization and clubs, starting special initiatives, serving on program committees for conferences, serving on editorial boards for journals, etc.

***Additional Documentation:***

* None.

1. **Mentorship**

***Eligibility:***

* Faculty members applying for an award for the first time in this area must have been employed at FIU for at least three academic years (i.e., hiring date no later than August 2019).

***Criteria:***

Mentors are faculty who share their knowledge and experience to enhance the scholarly professional and personal development of students. Mentors are more than faculty advisors. They guide students in the development of research topics, help them understand the ethical issues of their disciplines, assist them in publishing their work, introduce them to career opportunities and networks, and serve as role models providing moral, emotional, and intellectual support.

The following are examples of qualities and practices which can contribute to excellence in mentoring. They are listed in no particular order and a mentor need not display all these qualities:

* Encourages development of individual talents and strengths by acting as an advisor and guide in research or professional activities.
* Facilitates the acquisition of skills and resources needed to succeed as scholars or professionals.
* Provides support in administrative and professional matters, such as publishing, grant writing, presentation of research findings, and job placement.
* Demonstrates concern and support of personal development.
* Sponsors individuals in the academic/professional community.
* Is a successful role model.
* Has a long-term commitment to mentoring.

***Additional Documentation:***

* *Student Letter(s):* Letters from students explaining why they feel the applicant should receive the award. (Optional, maximum of two letters, each at most one page in length).

*Some of the guidelines adapted from the FIU Faculty Awards guidelines*

*https://facultysenate.fiu.edu/awards/*