1. Approval of September 7, 2016 Minutes

2. Sabbatical Leave

3. Faculty Award Dates and Clarification https://education.okstate.edu/awards

4. Update on Responsibilities, Purpose and Charge of FDRC

5. Other
## COE Faculty Awards Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 1st</td>
<td>Email upcoming award deadlines and nomination process to the COE faculty listserv, grad student listserv and school heads.</td>
</tr>
<tr>
<td>December 1st  &lt;br&gt; December 15th</td>
<td>Send a reminder email upcoming award deadlines and nomination process to the COE faculty listserv, grad student listserv &amp; school heads.</td>
</tr>
<tr>
<td>January 4th  &lt;br&gt; January 18th</td>
<td>Send a reminder email upcoming award deadlines and nomination process to the COE faculty listserv, grad student listserv &amp; school heads.</td>
</tr>
<tr>
<td>February 1</td>
<td>FDRC deadline to receive award materials for review. Nominees will be forwarded to the Associate Dean Administrative Assistant.</td>
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<tr>
<td>March 1</td>
<td>FDRC will have reviewed all materials and will make recommendation to the COE Dean for his/her review. COE Dean will forward to the university. FDRC will send letters to ALL applicants.</td>
</tr>
<tr>
<td>March 16</td>
<td>University deadline to receive award materials.</td>
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</tbody>
</table>
Faculty Research Excellence Award (Continued)
College of Education

March, 2009
Updated January 2015

The criteria for the College of Education Research Excellence Award are based on criteria adapted from the OSU Regent’s Research Award (http://vpr.okstate.edu/rdra.htm).

Award Philosophy and Guidelines
The Research Excellence Award recognizes research excellence in the College of Education at Oklahoma State University. The term research includes all creative scholarly activities. Recipients of the award will be selected based on the evidence of outstanding and meritorious achievements in research. The candidates must demonstrate a distinguished record of past and continuing excellence in research, and be clearly recognized nationally and internationally. The College of Education Faculty Research Excellence nomination and award process will be used to select the college’s nominees for the Regent’s Research Award. The award winner and runner-up will serve as nominees for the University Regents’ Research Award.

Award recipient will receive
- $500 – one time award only (To be deposited for recipient’s Professional Development Account)
- Certificate of Recognition
- Recipient’s name will be added to a plaque displayed in the COE
- The award winner will be recognized at the COE general faculty meeting

Source of Funds: Associate Dean’s Office

Eligibility and Nomination Criteria
- Full time faculty member at OSU for four or more years in any faculty appointment as of application deadline (includes tenure line as well as research faculty appointments).
- Evidence of national and international recognition of nominee’s creative and research accomplishments.
- An individual can receive this award only once during his/her tenure at OSU.

Required Documentation
- A letter of nomination.
- Curriculum vitae of the nominee, including list of publications and funding history.
- Four letters of recommendations
  1. One letter from a faculty member at OSU
  2. If a department head is nominated then a letter of recommendation from the Dean is required. All others must submit a letter of recommendation from their department head.
  3. Two letters from distinguished scholars from outside OSU who can substantiate the nominee’s national/international reputation and research excellence. The letters of recommendation should not be solicited from the candidate’s thesis supervisor, collaborators, or past students.
- An impact statement (maximum of 2 pages) by the candidate or by a colleague summarizing his/her research/creative contributions, and its impact on his/her field.

NOTE: Do not include printed publications with the nomination packets.
Faculty Research Excellence Award (Continued)
College of Education

Evidence to be considered in the award selection process will include the following:
- Publications in refereed journals, books, book chapters, and other creative and scholarly work.
- Record of extramural funding.
- Visibility at the national and international level in the candidate’s field.
- Participation as an invited speaker, session chair, panel member or performer at the national and international conferences and events.
- Special awards and recognitions from the national and international societies in the candidate’s field of research or creative activities.
- Highlights of research accomplishments at OSU.
- Intellectual property accomplishments.
- Any other evidence of research and creative excellence.

Nomination Process & Review and Selection Committee
- Schools will develop a process whereby nominations are accepted and support materials reviewed internally.
- A minimum of one and a maximum of three applications with supporting materials representing each school will be submitted to the Dean’s office.
- The COE FDRC committee will serve as review and selection committee and typically requires nominations and support materials to be submitted in February.
- FDRC will recommend an award recipient and runner-up to the Dean in March.
- Winners will be announced at the COE general faculty meeting at which time they will receive public recognition of awards and appropriately inscribed plaques.
Teaching Excellence Award (Continued)
College of Education

March, 2009
Updated January, 2015

The criteria for the College of Education Teaching Excellence Award are based on criteria adapted from the OSU Regent’s Teaching Award (http://osu.okstate.edu/acadafr/aa/FacultyStaff.htm).

Award Philosophy
The College of Education Faculty Research Excellence nomination and award process will be used to select the college’s nominees for the Regent’s Teaching Award. The award winner and two runners-up will serve as nominees for the OSU Regents’ Teaching Award. To be eligible to receive an award, a full-time member of the faculty must have evidenced unusually significant and meritorious achievement in the instruction of students (graduate and/or undergraduate) for a significant period of years. Such achievement should be evidenced by:

Unusual effort devoted to ensuring the quality of the students' classroom learning experience.

1. Possession of high scholarly standards for both the rigor and currency of course content and for the level of student performance with respect to these standards.
2. Available measures of the faculty member’s direct impact upon and involvement with students.
3. Service as a mentor and role model to other faculty.
4. Quality of relevant information and/or nominations submitted by current and former students, including any teacher evaluation forms.
5. A minimum of I nomination for the award will be submitted from each school within the college each year.

Award recipient will receive
• $500 – one time award only (To be deposited for recipient’s Professional Development Account)
• Certificate of Recognition
• Recipient’s name will be added to a plaque displayed in the COE
• The award winner will be recognized at the COE general faculty meeting

Source of Funds: Associate Dean’s Office

Eligibility and Nomination Criteria
• Must be nominated by a student and faculty member
• Full-time faculty member at OSU for four or more years (must have completed 4th year)
• Hold rank as a tenure track Assistant Professor or above
• Devote a significant amount of assigned duties to teaching for the past four years
• An individual can receive this award no more than twice during his/her tenure at OSU
Teaching Excellence Award (Continued)
College of Education

Submission of the Application
The completed application must fit in a one inch three ring spiral binder. The application, organized with tab dividers, should be arranged as follows:

- Letter of nomination from the faculty member and a student
- Vitae of nominee
- Nominee's statement on philosophy of teaching (limited to 2 pages)
- Chronological list of courses taught and number of students in the last four years
- Copy of course syllabi, summary of mandated course evaluations for past three years, summary of grading practice
- Supporting letters from:
  1. department head (1)
  2. faculty members (no more than 2)
  3. students and alumni (no more than 4)
- Evidence used by faculty to gather feedback on teaching effectiveness
- Other materials as appropriate:
  (NOTE: All materials must fit in the one-inch binder.)

Nomination Process & Review and Selection Committee
- Schools will develop a process whereby nominations are accepted and support materials reviewed internally.
- Applications should contain activities that span no more than the last three years.
- A minimum of one and a maximum of three applications with supporting materials representing each school should be submitted to the COE FDRC committee.
- The COE FDRC committee will serve as review and selection committee and typically requires nominations and support materials to be submitted in February.
- FDRC will recommend to Dean an award recipient and 2 runners-up in March.
- Winners will be announced at the COE general faculty meeting at which time they will receive public recognition of awards and appropriately inscribed plaques.
Graduate Faculty Excellence Award
College of Education (Continued)

March, 2009
Updated January 2015

The criteria for the College of Education Graduate Faculty Excellence Award are based on criteria adapted from the OSU Phoenix Award.

Award Philosophy
The College of Education Graduate Faculty Excellence nomination and award process will be used to select nominees for the GPSGA Phoenix Award. The award winner and runner-up will send forward as nominees for the GPSGA Phoenix Award. The COE Graduate Faculty Excellence Award recognizes exemplary achievement in leadership, scholarship, professional involvement and university and community service, especially as it relates to involvement with graduate students.

NOTE: The Phoenix Award is sponsored and selected jointly by the OSU GPSGA and the Graduate College. Under the University guidelines for this award, any member of the graduate faculty may be nominated directly to the GPSGA, and the nomination must come directly from a graduate student. Therefore, while this COE process will identify two appropriate nominees for the Phoenix Award, other faculty members, including COE nominees not sent forward by the College, may be nominated independently through the general University process.

Award recipient will receive
- $500 – one time award only (To be deposited for recipient’s Professional Development Account)
- Certificate of Recognition
- Recipient’s name will be added to a plaque displayed in the COE
- The award winner will be recognized at the COE general faculty meeting

Source of Funds: Associate Dean’s Office

Eligibility and Nomination Criteria
Nomination criteria include, but are not limited, to
- Outstanding teaching ability
- Creative teaching methods
- Professional excellence
- Record of research and scholarly productivity
- Dedication to the professional and personal growth of graduate students

Submission of the Application
Applications should include the following items:
1. Curriculum vitae
2. A statement from the nominee describing his/her outstanding contributions in the following categories:
   a. peer reviewed scholarly contributions
   b. graduate student advising and counseling, including graduate students’ achievements
   c. developing innovative curriculum and teaching methods in graduate studies
   d. OSU campus services, local/regional/national activities, collaborative efforts
   e. relevant grants/contracts/publications/patents (no more than 3 pages in length)
3. Three letters of nomination/recommendation. The nomination/recommendation
Graduate Faculty Excellence Award
College of Education (Continued)

letters must illustrate the nominee’s major accomplishments including the evidence of impact on his/her relevant area of work. There must be 2 copies of each letter. All six letters must be submitted in its own sealed envelope and signed across the seal by the person providing the letter. At least two letters of recommendation/nomination must be from graduate students.

Nomination Process & Review and Selection Committee

- Any graduate student may initiate nominations, and the official nomination letter must come from a graduate student.
- A minimum of one and a maximum of three applications with supporting materials representing each school should be submitted to the Dean’s office.
- The COE FDRC will serve as review and selection committee and typically requires that all nominations and support materials be submitted in February.
- FDRC will recommend to the Dean an award recipient and runner-up in March.
- Winners will be announced at the COE general faculty meeting at which time they will receive public recognition of awards and appropriately inscribed plaques.

PHOENIX AWARDS – Previous winners
OUTSTANDING GRADUATE FACULTY MEMBER

1985 Dr. Lionel Raff (Chemistry)
1986 Dr. James Gentry (Marketing)
1987 Dr. George Dixon (Physics)
1988 Dr. Ken Case (Industrial Engineering and Management)
1989 Dr. Paul Westhaus (Physics)
1990 Dr. James Lawler (Political Science)
1991 Dr. Edward Walkiewicz (English)
1992 Dr. Charles Fleming (Journalism and Broadcasting)
1993 Dr. Anthony Echelle (Zoology)
1994 Dr. Thomas Hahn (Biosystems and Agricultural Engineering)
1995 Dr. Lynn Williams (Speech Pathology and Audiology)
1996 Dr. David Schrader (Speech Communication)
1997 Dr. Barry Moser (Statistics)
1998 Dr. Jeffrey Walker (English)
1999 Dr. Charlotte Ownby (Veterinary Anatomy, Pathology, and Pharmacology)
2000 Dr. Francis Epplin (Agriculture Economics)
2001 Dr. Jerry Malayer (Physiological Sciences)
2002 Dr. Doren Recker (Philosophy)
2003 Dr. Gregory Bell (Horticulture)
2004 Dr. B. Wade Brosen (Agricultural Economics)
2005 Dr. Manjunath Kamath (Industrial Engineering and Management)
2006 Dr. Ulrich Melcher (Biochemistry and Molecular Biology)
2007 Dr. Lynn Ausburn (Teaching and Curriculum Leadership)
2008 Dr. Daniel Edmonds (Plant and Soil Science)
International Education and Outreach Excellence Award
College of Education (Continued)

Updated January 2015

The criteria for the College of Education International Education and Outreach Excellence Award are based on criteria adapted from the OSU Outreach Faculty Excellence Award from the office of International Education and Outreach.

Award Philosophy
The College of Education Faculty Research Excellence nomination and award process will be used to select the college's nominees for the OSU Outreach Faculty Excellence Award from the office of International Education and Outreach. The award winner and runner-up will serve as nominees for the OSU Outreach Faculty Excellence Award. To be eligible to receive an award, a full-time member of the faculty must have evidenced unusually significant and meritorious achievement in international education.

Award recipient will receive
- $500 – one time award only (To be deposited for recipient’s Professional Development Account)
- Certificate of Recognition
- Recipient’s name will be added to a plaque displayed in the COE
- The award winner will be recognized at the COE general faculty meeting

Source of Funds: Associate Dean’s Office

Eligible and Nomination Criteria
- Full-time faculty member at OSU
- Hold rank as a tenure track Assistant Professor or above
- Evidence of excellence in international education and outreach
- An individual can receive this award no more than twice during his/her tenure at OSU

Submission of the Application
The completed application must fit in a one inch three ring spiral binder. The application, organized with tab dividers, should be arranged as follows:
- Letter of nomination by a faculty member
- Vitae of nominee
- Nominee’s statement on philosophy of international education and outreach (2 page limit)
- List of international courses or study-abroad courses taught in the last three years
- Copy of course syllabi, summary of grading practice
- Summary of international research/scholarship activities
- Supporting letters from:
  1. department head (1)
  2. faculty members (no more than 2)
  3. students and alumni (no more than 4)
  4. office of international studies/outreach
- Other materials as appropriate:
  (NOTE: All materials must fit in the one-inch binder.)
International Education and Outreach Excellence Award
College of Education (Continued)

Nomination Process & Review and Selection Committee

- Schools will develop a process whereby nominations are accepted and support materials reviewed internally.
- Applications should contain activities that span no more than the last three years.
- A minimum of one and a maximum of three applications with supporting materials representing each school should be submitted to the COE FDRC committee.
- The COE FDRC committee will serve as review and selection committee and typically requires nominations and support materials to be submitted in February.
- FDRC will recommend an award recipient and 2 runners-up to the Dean in March.
- Winners will be announced at the COE general faculty meeting at which time they will receive public recognition of awards and appropriately inscribed plaques.
College of Education Leadership and Service Excellence Award  (Continued)
College of Education

March, 2009
Updated January 2015

Award Philosophy
The College of Education Leadership and Service Excellence Award nomination and award process will be used to recognize excellence in leadership and service among College of Education faculty. To be eligible to receive an award, a full-time member of the faculty must have evidenced unusually significant and meritorious achievement in leadership and/or service.

Award recipient will receive
- $500 – one time award only (To be deposited for recipient’s Professional Development Account)
- Certificate of Recognition
- Recipient's name will be added to a plaque displayed in the COE
- The award winner will be recognized at the COE general faculty meeting

Source of Funds: Associate Dean’s Office

Eligibility and Nomination Criteria
- Full-time faculty member at OSU
- Hold rank as a tenure track Assistant Professor or above
- Evidence of excellence in leadership and service
- An individual can receive this award no more than twice during his/her tenure at OSU

Submission of the Application
The completed application must fit in a one inch three ring spiral binder. The application, organized with tab dividers, should be arranged as follows:
- Letter of nomination by a faculty member
- Vitae of nominee
- Nominee’s statement on philosophy of leadership and service (2 page limit)
- List of service and leadership activities in the last three years:
  o International
  o National
  o University
  o College
  o School
  o Community
- Supporting letters from:
  1. department head (1)
  2. faculty members (no more than 2)
  3. students and alumni (no more than 4)
- Other materials as appropriate:
  (NOTE: All materials must fit in the one-inch binder.)
Nomination Process & Review and Selection Committee

- Schools will develop a process whereby nominations are accepted and support materials reviewed internally.
- Applications should contain activities that span no more than the last three years.
- A minimum of one and a maximum of three applications with supporting materials representing each school will be submitted to the COE FDRC in February.
- The COE FDRC will serve as review and selection committee.
- FDRC will recommend an award recipient to the Dean in March.
- Winners will be announced at the COE spring faculty meeting at which time they will receive public recognition of awards and appropriately inscribed plaques.
1. Approval of September 7, 2016 Minutes

2. Sabbatical Leave

3. Faculty Award Dates and Clarification https://education.okstate.edu/awards

4. Update on Responsibilities, Purpose and Charge of FDRC

5. Other
COE FDRC
Sabbatical Proposals

Below are the COE Handbook procedure deadlines for sabbatical proposals for 2017-18.

**E-2 College of Education Procedures**

**Sept. 15** Deadline for candidate to submit to the School Head a "notification of intent to request sabbatical leave to begin the following academic year, and to submit a proposal." The School Head must document the date of notification of intent, on or before Sept. 15, in subsequent correspondence with the Dean.

**Nov. 1** Deadline to submit to the School Head a formal proposal and request for sabbatical leave. The sabbatical proposal must clearly establish a rationale that links the proposed sabbatical activity to the faculty member’s research interests and specify the ways in which the sabbatical would benefit the School, the College, and the University.

**Nov. 10** Deadline for the School Head to forward to the Dean the completed sabbatical leave proposal and a recommendation for action. The School Head must document the date of the candidate’s "notification of intent to submit a proposal" in this correspondence with the Dean.

**Nov. 15** Deadline for the Dean to refer the sabbatical leave proposal and the School Head’s recommendation to the Faculty Governance Council’s Faculty Development and Research Committee (FDRC). The Dean and the members of the FDRC, regardless of School Head recommendation, shall review all sabbatical leave proposals.

**Dec. 15** Deadline for the FDRC, after reviewing all proposals for the following year, to provide counsel to the Dean in the form of a written recommendation.
Responsibilities of the FDRC
Draft Revised November 1
by Ed Harris and Juliana Utley

Purpose:

The Faculty Development and Research Committee (FDRC) is one of standing committees central to the COE’s shared governance philosophy and practice, which has been designed to enable faculty to have a major influence on the policy and direction of the COE. The FDRC is comprised of faculty elected by their colleagues to conduct the business of the College of Education. In general, the FDRC holds responsibility for providing faculty voice in decisions which impact faculty development, research development and initiatives, long- and short-term planning and development, as well as research and development resource allocation. General responsibilities of the FDRC include; (1) recruitment and retention of students; (2) scholarships and awards; (3) advisement and counseling; (4) convocation and commencement; (5) diversity; and (6) grievance and appeals. Specific responsibilities of the FDRC include, but are not limited to, matters of:

1. Faculty Development: Provide input into and support of new faculty development activities, such as workshops, seminars, and orientation.
2. Provide information to faculty regarding funded and unfunded research
3. Help cultivate a culture of mentoring in the COE
4. Make faculty aware of development opportunities
5. COE RPT revision
6. Faculty Handbook Revisions
7. Provide input and support re: COE activities during Research Week;
8. Collaborate with Student Affairs Committee to provide input support re: Research Showcase in April
9. Sabbatical leave requests: Make recommendation to the dean to approve or disapprove requests. Provide forum for Sabbatical Personations/Report upon their return (e.g., brown bags)
10. Faculty Awards

Committee Composition:
The Faculty Development and Research Committee includes:
- Two (2) tenured or tenure-line faculty members from each school and one (1) alternate representative
- One (1) staff representative
- One (1) student representative
- Associate Dean for Graduate Studies, Research, and Outreach (ex officio)

Committee Member Election:
The two committee representatives from each school will be elected for two year terms. The committee representatives are elected in alternate years to have staggered terms to

Revised 2.22.2013
best serve the needs of the committee as well as school representation. This will allow transfer of experience and knowledge.

Committee Chair:

The chair of FDRC rotates among the three schools. Each of the three schools has a chair of one of the standing committees. The chair serves a two-year term and may have his/her term of office extended if necessary to fulfill the chair obligation. The chair serves as a member of the COE Leadership Team.

Attendance at Committee Meetings:
FDRC members are expected to attend all committee meetings and to arrange for the alternate from their school if they must be absent. The committee meeting is open to the faculty of the College and that faculty who have pending actions before the committee are encouraged to attend to answer potential questions concerning those actions. The faculty attending who are not committee members may speak briefly about the proposed actions or send written communication but only P & P committee members can vote.

Committee Procedure:
As an open meeting to faculty, the committee follows Robert Rules of Order http://www.robertsrules.org/rulesintro.htm. New committee members are encouraged to review the website for additional information.

Committee Meetings:
The FDRC committee will meet at least twice per semester and when necessary, once a month. Meeting times are arranged by the chair.