



Policy Type: Operational  
Applies to: Faculty

**POLICY DATES**

Issued: 2/19/19  
Revised:  
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The Tenure, Promotion, and Continuation Committee (TPCC) has established three awards designed to honor faculty who have demonstrated excellence in teaching, scholarship, and service, respectively. TPCC solicits nominations of faculty from all disciplines and ranks with at least three years of service. Nominations will be accepted annually until the last day in February. Self-nominations will not be accepted. The awards may not be granted in a given year if a worthy nominee is not identified. TPCC will consider the nomination letter and supporting evidence provided, as well as the faculty member’s CV and recent annual evaluations. TPCC members are not eligible for this award and may not nominate anyone during their tenure on the committee.

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**Definitions**

Term	Definition
Distinguished Teaching Award	Separate from the Great Teacher Award, this award is to be given to a faculty member at the University of Mount Union who has engaged their students in innovative, rigorous, and responsive classes. This person could be nominated for outstanding work in a specific course or for their distinguished teaching over time, although this is not meant to be a lifetime achievement award. Faculty members in all disciplines at the University of Mount Union are eligible for this award. Faculty will nominate their colleagues and must, in a nomination letter addressed to the Tenure, Promotion, and Continuation Committee, explain in detail, with relevant examples or evidence, why the nominee deserves this distinction. To be awarded annually, as monies permit.
Distinguished Scholarship Award	This award is to be given to a faculty member who has contributed significantly to their academic discipline through scholarly or creative work at an exceptional level. For the purposes of this award, “scholarship” is recognized as a product of significant work that is performed, published, or displayed, and as such, faculty members in all disciplines at the University of Mount Union are eligible for this award. The work under consideration must have been performed for a public audience at a regionally or nationally recognized concert venue, published by a regionally, nationally, or internationally recognized, non-predatory publishing house or scholarly journal, displayed in a gallery or locale of regional or national significance, or distributed electronically via an appropriate open source venue or website that is peer reviewed and not considered to be self-publishing. The faculty member’s work should be of significance to others in the field. Faculty will nominate their colleagues and must, in a nomination letter addressed to the Tenure, Promotion, and Continuation Committee, explain in detail, with relevant examples or evidence, why the nominee deserves this distinction. To be awarded annually, as monies permit.
	This award is to be given to a faculty member who has contributed significant service to the University of Mount Union and/or the community at large. Service could be seen in the form of committee work that

# Distinguished Teaching, Scholarship, and Service Awards ACA 4.0

## Tenure, Promotion, and Continuation Committee

Applies to: Faculty

Term	Definition
Distinguished Service Award	led to meaningful change or development at the University, significant service to a professional or community organization modeling responsible citizenship to our students, or other methods that a faculty member could articulate in a nomination letter. This award is to be given to faculty members who distinguish themselves as public servants, and all faculty members at the University are eligible. Faculty will nominate their colleagues and must, in a nomination letter addressed to the Tenure, Promotion, and Continuation Committee, explain in detail, with relevant examples or evidence, why the nominee deserves this distinction. To be awarded annually, as monies permit.

### Policy Details

#### A. Faculty Status

A nominee must be a **full-time member** of the faculty, (being tenured is not required) and must have been at Mount Union for a **minimum of three years**. A member of the Tenure, Promotion, and Continuation Committee may not nominate a faculty member for any of the three awards during their tenure on the committee, nor are they eligible for any of the three awards during their tenure on the committee.

#### B. No Viable Candidate

In the event that no one faculty member, in the opinion of the Committee, emerges as a viable candidate, the award need not be given.

## PROCEDURE

#### A. Nomination Letter Requirements

Early in the spring semester, an email will be sent to the faculty from the Tenure, Promotion, and Continuation Committee (TPCC) encouraging faculty to consider nominating a faculty member(s) for the awards. Nomination letters shall be sent to TPCC via a link to be included in the committee's communication to the faculty. Nominations are due by the end of February. Those faculty submitting nominations will be instructed that their letters address the criteria outlined by the TPCC at the URL provided.

#### B. Discussion of Nominees

A meeting of the Tenure, Promotion, and Continuation Committee will be held in March during which each Committee member will vet the nominations and decide upon a winner for each award.

### Responsibilities

Position or Office	Responsibilities
Tenure, Promotion, and Continuation Committee	Invite faculty to nominate a recipient
Tenure, Promotion, and Continuation Committee	Discussing and choosing a recipient

### Resources

# Distinguished Teaching, Scholarship, and Service Awards ACA 4.0 Tenure, Promotion, and Continuation Committee

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Applies to: Faculty

## Contacts

Person	Office	Telephone	E-mail/URL
Executive Assistant to VPAA	Office of Academic Affairs	(330) 823-2690	<a href="mailto:Academic@mountunion.edu">Academic@mountunion.edu</a>
Chair of Tenure, Promotion, and Continuation Committee	Tenure, Promotion and Continuation Committee	(330) 823-2690	<a href="mailto:Academic@mountunion.edu">Academic@mountunion.edu</a>

## History

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All changes must be listed sequentially, including edits and reviews. Note when the policy name or number changes.

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