

Awards Handbook

I. Background

Each year the Academic Senate, often in conjunction with the Board of Governors and the CCC Foundation for California Community Colleges, provides an opportunity for colleges to highlight faculty and student achievements, and effective programs. This handbook provides background information for the Standards and Practices Committee, which facilitates the award process, and faculty readers for each of the award applications.

II. Awards/Scholarship Descriptions

In this section, the awards will be briefly described including the target audience, funding, and other important information about the awards and scholarships.

a. Annual Awards

The **Exemplary Program Award**, established in 1991, recognizes outstanding community college programs. Each year the Executive Committee of the Academic Senate selects an annual theme in keeping with the award's traditions. Up to two college programs receive \$4,000 cash prizes and a plaque, and up to four colleges receive an honorable mention and a plaque. The call for nominations goes out in October with an announcement letter, application, criteria and scoring rubric. This is a Board of Governors award, is sponsored by the Foundation for California Community Colleges, and awardees are recognized by the Board each January. The Program Director of each program is invited to attend the Board meeting to receive the award. The Senate covers the costs of travel for the program directors only. However, recipients can bring senate presidents, college presidents, or significant others to attend the event. Each May the Standards and Practice Committee recommends to the Executive Committee the theme for the upcoming year. Generally, the focus of the theme is on a topic that is of interest to the Board of Governors or is one where programs would be benefit from being shared with the Board. Each college may nominate one program for this award.

The **Hayward Award** is conferred upon four faculty members annually who have been nominated by peers from their college. Named for former California Community College Chancellor Gerald C. Hayward, the award honors outstanding community college faculty who have a track record of excellence both in teaching and in professional activities and have demonstrated commitment to their students, profession, and college. Recipients of the Hayward Award receive a plaque and a \$1,250 cash award. A call for nominations goes out in November with an announcement letter, application, criteria and scoring rubric. This is a Board of Governors award, is sponsored by the Foundation for California Community Colleges, and recipients are recognized by the Board each March. The award winners are invited to attend a dinner (or breakfast) with the Academic Senate President on the night before the award ceremony and attend the Board meeting to receive the award the next day. The Senate covers the costs of travel for the recipient only. However, recipients can bring senate presidents, college presidents, or significant others to attend the event. Each local senate may nominate one full- and one part-time faculty member each

year; however, only one nominee from a college may be honored by the ASCCC.

Note: This revision replaces the previous requirement that the full-time and part-time awards be rotated by Area.

The **Stanback-Stroud Diversity Award**, named for former Senate President Regina Stanback-Stroud, honors faculty who have made special contributions addressing issues involving diversity. One person receives a cash award of \$5,000 and a plaque. A call for nominations goes out in December with an announcement letter, application, criteria, and scoring rubric. This is a Senate award, is sponsored by the Foundation for California Community Colleges for \$5,000, and is presented at the Spring Academic Senate Plenary Session each year. Depending on activities surrounding the event, the award winner is invited to attend a dinner with the senate president on Thursday night before the award ceremony and receive the award the next day. Alternatively, the senate president, and Standards and Practices Chair may take the winner to lunch or dinner close by his/her local campus at another convenient time. The Senate covers the costs of travel for the recipient only. However, recipients can bring senate presidents, college presidents, or significant others to attend the event. Each college may nominate only one faculty member or group of faculty members.

b. Periodic Awards

The Chair of the Standards and Practices (S&P) Committee will provide an Executive Committee agenda item each year for discussion of possible candidates for these awards.

The **Norbert Bischof Faculty Freedom Fighter Award** (NBFFF)

Background

The **Norbert Bischof Faculty Freedom Fighter Award** (NBFFF) is presented to faculty leaders who have exhibited exceptional leadership skills by helping to maintain a healthy and functional system of governance or by having demonstrated exceptional courage and effectiveness in support of the adopted principles and positions of the Academic Senate. In 2009, the Executive Committee renamed this award after the Senate's founding father Norbert Bischof.

Nomination Process

Any member of the Executive Committee may submit a nomination to the chair of the Standards and Practices Committee for consideration. The chair of the Standards and Practices Committee will send out a reminder to all Executive Committee by January 15th that all nominations must be submitted no later than February 1st. There is no requirement that a faculty member be nominated each year.

Selection Criteria

Candidates for this award will have demonstrated skillful, effective, and courageous leadership that has a lasting positive impact on the California community colleges, both locally and statewide, by supporting and strengthening the principles and values of the

Academic Senate for California Community Colleges. Nominees will have demonstrated determination and poise in a variety of settings, while continuing to successfully advocate for faculty, and despite facing individuals and institutions opposing their efforts.

Evaluation of Candidates

The Chair of the Standards and Practices Committee will submit an agenda item for this award no later than the March meeting of the Executive Committee. Nominees will be discussed in open session at a regularly scheduled meeting of the Executive Committee. The discussion will include a brief presentation by the nominating Executive Committee member highlighting the work of the nominee, the adversity that they nominee has faced, and the impact that their selfless advocacy has had on the California community colleges, both locally and statewide. Following the discussion, the Executive Committee may select a winner following a motion and a majority vote of the members present.

Award

The award recipient is recognized during the Faculty Leadership Institute and presented with a resolution and plaque.

The **CCC Advocate** is presented to legislators who have demonstrated commitment to the California Community College System and its unique mission and role within state public postsecondary educational system. The award recipient is nominated by Executive Committee members and approved by the Executive Committee. The award recipient is recognized at one of the bi-annual plenary sessions.

c. Scholarships

Each year the Academic Senate Foundation provides scholarship for part-time faculty to attend Senate events including fall and spring plenary sessions, the academic academy, or other events as determined by the Foundation Board of Directors. These scholarships cover registration and some expenses. Part-time faculty are nominated by their local academic senate.

Norbert Bischof Memorial Scholarship. A scholarship, not exceeding \$1,500, which may, or may not be granted every year, will be presented to a faculty leader to attend the Leadership Institute. The criteria for the faculty member is as follows and they are presented unranked and none is considered absolute:

- Current college climate – (Under sanction, votes of no confidence, other disruptions or extreme/chronic conditions exist.)
- Untimely immediate need – faculty is unexpectedly thrust into major leadership role such as academic senate president, vice president, or Accreditation Chair on a short timeline.
- Prior activities – faculty has demonstrated a prior history of excellence in leadership and is seeking to expand his/her leadership horizons (e.g., local or state committee leadership, outstanding faculty of the year or other award winner).
- In attendance – college has not been represented at Academic Senate events in some time, and/or faces other barriers to statewide engagement of their faculty.

Note: The Academic Senate already has a scholarship function to assist those who are in fiscal need; the focus of the NBFFF scholarship is to award support to those facing significant leadership challenges or potential.

III. Disqualification

- Current Academic Senate Executive committee members cannot be nominated, but other candidates from their respective colleges are qualified.
- If the applicant uses the nominee’s name, the application will be disqualified.
- If no more than three applications are received for any award, an award will not be given.

IV. Communication to the Field

- Each August, all the award packets (letter, application, timeline, and rubric) will be posted to the ASCCC website.
- In September each year, a *Rostrum* article will be prepared to inform the field about the awards, provide the timeline for submission, and suggest effective practices for nominating faculty.
- Each plenary session, information about the awards will be included in session materials.
- All events will have information about awards including timelines and application process.
- The Senate website will be updated to include nominations for awards, applications, and announcements of winners.
- A press release will be prepared and emailed to senate presidents announcing the winners.

V. Timeline

Each year the Senate Office will establish dates and deadlines consistent with the following timeline. This timeline establishes:

- when the call for awards packets are sent to the local senate presidents;
- when applications are due in the office;
- when the packets of award nominations are sent to the readers;
- when the selections are due from the readers to the office; and
- when the awards are presented.

Award	Call	Due in Office	Sent to Readers	Selection Due to Office	Award Presented
Exemplary	October 1 st week	November 2 nd week	November 2 nd week	December 1 st week	January BOG Meeting
Hayward	November 1 st week	December 4 th week	January 2 nd week	February 1 st week	March BOG Meeting
Diversity	December 1 st week	February 2 nd week	February 3 rd week	March 2 nd week	Spring Plenary Session Fri

The S&P Committee chair should receive a copy of this timeline.

VI. Readers

The S&P chair works with the associate director to ensure that the appropriate readers are selected for each award. All awards must be reviewed by at least five readers. Reader pools need to be large enough to both allow for some disqualifications, and they should be large enough so one reviewer is unlikely to significantly skew the results. If the pool is reduced below five readers due to disqualifications, the S&P Chair will work with the associate director to ensure at least five readers review the award applications.

Below is the reader selection process for each award.

a. Selection:

Exemplary Awards: S&P Committee members and at least one representative from CIOs, CSSOs, CEOs, and Student Senate will read the applications. The S&P chair will identify these representatives prior to the due date so that the Senate Office can mail or email the applications directly to the readers.

Hayward Awards: S&P members and four additional faculty members from each Area will read the applications. Area Representatives will select the four faculty readers (who are not Executive Committee members) from their Areas. Note—no one reads applications for their own area.

Diversity Award: S&P Committee members and representatives from the Senate's Equity and Diversity Action Committee will read the applications.

b. Disqualification of readers: **Members of S&P, Executive Committee, or any other readers cannot participate in reading any application where their college is a nominee. This participation includes receiving a copy of the applications or participating in the discussion about scores or applications.**

c. Self Recusal: A reader is expected to recuse himself/herself from the reading process if he/she recognizes one of the applicants or any other conflict. The reader should contact the associate director if he/she has any concerns.

d. Expectations

All qualified readers are expected to

- return scores to the Senate Office by the established deadlines;
- use the agreed upon criteria and rubric to evaluate the nominee;
- participate in conference call discussions if necessary;
- maintain confidentiality of award applications; and
- provide feedback about the process.

VII. Responsibilities of the S&P Committee Chair and Committee

- Recommends themes and guidelines for the Exemplary Program Award to the Executive Committee;
- Reviews and updates the Awards Handbook;
- Reviews the processes and develops new rubrics as needed;
- Facilitates the awarding of each award including scoring the applications; and
- Recommends publishing information about the winners through the *Rostrum* and other outlets.
- Facilitates breakout sessions to show case award winners.

VIII. Responsibility of Senate Staff

- Set the timelines for awards;
- Update and send the prior year award letters and applications to the Standards and Practices (S&P) Chair for review and editing as necessary;
- Prepare documents, distribute to the field based on the type of award¹, and collect applications;
- Prepare packets, send to the readers, collect scores and maintain process confidentiality;
- Contact senate president, award winners, and public information officers of the awardees;
- Coordinate award recipients' attendance at ceremony activities;
- Alert the Foundation if they are involved in the sponsorship;
- Work with the Standards and Practices (S&P) Chair to develop press releases, articles for the web, and information for plenary session; and
- Update the web with information about award recipients.

Approved: August 13, 2010

Revised: September 11, 2012

Revised: August 29, 2013

Norbert Bischof policy approved May 29, 2014

Hayward Award policy revised February 3, 2017

Revised: August 11, 2017

¹ Hayward: Send to CIOs, CSSOs, SPs, and professional development groups. Exemplary: depends on theme (i.e., BSI Coordinators, RP (research), Counseling groups. In other words, consider the topic and the possible group who might have an interest in it.

Standards and Practices Chair Checklist

August/September

- Work with staff to ensure that the awards letters, applications, and rubrics are posted on the Senate's website and included in the welcome back letter.
- Develop an article for the *Rostrum* announcing the awards and timeline and share any effective practices

October

- Follow up with Senate staff to ensure Exemplary Award applications are sent to the field.
- Work with S&P and Executive Committee members to solicit Exemplary Award applications.
- Work with Area Representatives in making announcements about awards and upcoming timelines.
- Identify CEO, CIO, CSSO, and Student Senate representative to read Exemplary Award applications in addition to S&P Committee members.
- Send readers names to the Senate Office.
- Work with the S&P Committee to identify past Exemplary Award winners to invite to participate in a Fall Plenary Session breakout session on exemplary programs.

November

- S&P Committee and others will read Exemplary Awards.
- Work with Senate staff to ensure Hayward Award application are sent to the field.
- Remind Area Representatives that they will need to recruit readers for the Hayward Award.

December

- Readers will return Exemplary Award scores to the Senate Office.
- S&P Committee members will meet via conference call to discuss scores for Exemplary Award. Members will also consider improvements to the process and documents.
- Once winners are selected, work with the associate director in developing the press release for the Exemplary Award.
- Follow up with Area Representatives for names of readers for Hayward Award.
- Work with Senate staff to ensure that the Stanback-Stroud Diversity Award is sent to the field.
- Work with the S&P Committee to develop a *Rostrum* article highlighting the winners of the Exemplary Program Award.

January

- S&P Committee members, Area Representatives and area readers will read the Hayward Award Applications.

February

- Readers will return Hayward Award applications to the Senate Office.
- S&P Committee members will meet via conference call to discuss scores for the Hayward Award. Members will also consider improvements to the process and documents.

- S&P Committee members will read the Diversity Award.
- Work with the S&P Committee to write a *Rostrum* article highlighting the Hayward Award winners.

March

- Readers will return Diversity Award applications to the Senate Office.
- S&P Committee members will meet via conference call to discuss scores for the Diversity Award. Members will also consider improvements to the process and documents.
- Work with the S&P Committee to identify Exemplary Award winners to invite to participate in a Spring Plenary Session breakout session on exemplary programs.

May

- Review the award timeline, applications and rubrics for possible modifications.
- Identify possible themes for the Exemplary Awards.
- Bring any significant modifications and theme recommendations to the Executive Committee for approval.
- Work with staff to update the Awards timelines for inclusion in Faculty Leadership Institute materials.