

School of Education, Social Work, and Psychological Sciences
Annual Faculty and Staff Awards
Guidelines

The School of Education, Social Work, and Psychological Sciences (SESWPS) will give out awards annually to faculty and staff each spring. The purpose of these awards is to recognize and celebrate the accomplishments of our faculty and staff in the areas of teaching, research, and outreach.

The SESWPS Equity Committee will serve as the review committee for these awards.

Notes on Eligibility and Consideration

- Teaching, outreach, and/or research over three calendar years will be considered for all nominees; this will include the calendar year in which the review takes place plus the previous two (i.e., awards given in Spring 2025 reflect work completed from January 2022 through December 2024)
 - Any nominated faculty and staff that have worked in SESWPS for fewer than three years will be given the same consideration as their peers for the award in question; however, work completed at other institutions will not be reviewed (i.e., teaching, service, research/creative activity that does not attribute their work to UMKC)
- Individuals may self-nominate
- Award recipients are not eligible for the same award again for three years
- An individual may receive more than one award each year
- Unless noted otherwise, “faculty” includes all full-time individuals serving at any rank within tenure and non-tenure tracks, including those with a Visiting title
 - The SESWPS Dean and individuals with faculty titles that serve in administrative roles outside of SESWPS as their primary position are not eligible
 - Faculty serving in administrative roles within SESWPS are eligible
 - Faculty on leave during a given year are eligible for awards; the three-year period of review remains the same
 - Part-time faculty (less than 1.0 FTE), retired/emeriti faculty, or UMKC faculty and staff outside of SESWPS that teach are eligible for Adjunct awards only
- Unless noted otherwise, “staff” include all individuals holding a non-faculty title that serve within SESWPS, including its four academic departments, the Institute for Urban Education (IUE), Urban Education Research Center (UERC), Community Counseling and Assessment Services (CCAS), Student Services, Berkley Child & Family Development Center, and the Regional Professional Development Center (RPDC)
 - Berkley and RPDC staff are eligible for the adjunct teaching award if they have taught an undergraduate or graduate class during the three-year period of review; they are also eligible for the outreach award
 - Staff on leave during a given year are eligible for awards; the three-year period of review remains the same
 - Staff that serve SESWPS as a primary function of their role but report to other units on campus, including Advancement, Human Resources, Finance, and the UMKC Foundation, are also eligible

Annual Faculty & Staff Award Offerings

Outstanding Staff Award

This award acknowledges exemplary contributions in the areas of professional service, communication skills, teamwork, and self-development in SESWPS as demonstrated in several the following areas. The Outstanding Staff Award winner will have:

- made outstanding contributions to the mission and goals of the program in which they work, as well as to the mission and goals of SESWPS;
- demonstrated the ability to be proactive and innovative in professional performance so that solutions and results were achieved within their program;
- demonstrated excellent communication skills with colleagues in carrying out responsibilities, which include, but are not limited to, being respectful, open-minded to a diversity of ideas, and encouraging of others;
- demonstrated a commitment to creating a diverse and inclusive environment;
- responded to student needs (where appropriate) in a timely fashion;
- interacted well with students (where appropriate) in a respectful manner;
- took opportunities for professional development and applied this their work;
- encouraged and empowered faculty to carry out their faculty responsibilities;
- interacted with and supervised student workers (if applicable);
- provided informal mentoring and advising for students (if applicable) in a respectful manner;
- initiated collaboration with faculty members in SESWPS for a mutually beneficial purpose or outcome;
- contributed to and implemented “best practices” within their profession.

Distinguished Outreach Award

The purpose of this award is to honor outstanding professional outreach by a member of the faculty or staff in SESWPS. Outreach should be to the fields represented by the departments and programs within SESWPS, and for the contributions to the larger university and community. Following is an overview of relevant outreach activities:

- program development in the university and community that develops and sustains SESWPS-related partnerships;
- development and/or innovations in supervisory practices;
- service to partners and the community;
- oversight of experiential learning opportunities;
- development of professional standards and credentials;
- continuing education and professional development for professionals in response to fields represented in SESWPS;
- advancement and understanding of the role of fields represented within SESWPS in society at large through means such as public media or political influence;
- state, regional, national, and/or international leadership and outreach in professional associations;
- mentoring current and future professionals as it relates to the development of future leaders in fields represented within SESWPS;
- public relations that influence, communicate, and broaden the understanding of SESWPS programs and initiatives;
- participation and/or leadership in grant-supported outreach with partnerships;
- recruitment and retention of students in SESWPS’s programs;
- clinical services for professional and community members.

Distinguished Undergraduate Teaching Award

The purpose of this award is to honor outstanding undergraduate teaching by a faculty member in SESWPS. The Distinguished Undergraduate Teaching Award winner will have demonstrated a multitude of the following skills/actions:

- demonstrated the depth of expertise and knowledge in their field;
- connected theory to practice and vice versa;
- challenged students to think critically, synthesize new understanding(s), and explore multiple perspectives;
- delivered content in an interesting or creative way;
- committed to high-quality mentoring, coaching, and advising;
- exemplified genuine professional caring: sincere, empathic, responsive to student needs, fair assessment, and equitable treatment of students;
- demonstrated a commitment to creating a diverse and inclusive environment;
- facilitated and empowered students in their realization of personal and professional goals;
- demonstrated a commitment to their profession and advocated a strong professional identity as a role model to students;
- supported student success as the result of exemplary guidance in the completion of scholarly capstone experiences;
- contributed to student successes as a result of published work and/or presented scholarly collaborations between faculty and student(s);
- created a sense of community and provided opportunities for students to learn/engage in the community outside the classroom.

Distinguished Graduate Teaching Award

The purpose of this award is to honor outstanding graduate teaching by a faculty member in SESWPS. The Distinguished Graduate Teaching Award winner will have demonstrated a multitude of the following skills/actions:

- demonstrated the depth of expertise and knowledge in their field;
- connected theory to practice and vice versa;
- challenged students to think critically, synthesize new understanding(s), and explore multiple perspectives;
- delivered content in an interesting or creative way;
- committed to high-quality mentoring, coaching, and advising;
- exemplified genuine professional caring: sincere, empathic, responsive to student needs, fair assessment, and equitable treatment of students;
- demonstrated a commitment to creating a diverse and inclusive environment;
- facilitated and empowered students in their realization of personal and professional goals;
- demonstrated a commitment to their profession and advocated a strong professional identity as a role model to students;
- supported student success as the result of exemplary guidance in the completion of scholarly capstone experiences;
- contributed to student successes as a result of published work and/or presented scholarly collaborations between faculty and student(s);
- created a sense of community and provided opportunities for students to learn/engage in the community outside the classroom.

Outstanding Adjunct Teaching Award

The purpose of this award is to honor outstanding undergraduate or graduate teaching by an adjunct faculty member in SESWPS. This award is open to all adjunct faculty in SESWPS that have taught at least one course during the period under review. The Outstanding Adjunct Teaching Award winner will have demonstrated a multitude of the following skills/actions:

- demonstrated the depth of expertise and knowledge in their field;
- connected theory to practice and vice versa;
- challenged students to think critically, synthesize new understanding(s), and explore multiple perspectives;
- delivered content in an interesting or creative way; committed to high-quality mentoring, coaching, and advising;
- exemplified genuine professional caring: sincere, empathic, responsive to student needs, fair assessment, and equitable treatment of students;
- demonstrated a commitment to creating a diverse and inclusive environment;
- facilitated and empowered students in their realization of personal and professional goals;
- demonstrated a commitment to their profession and advocated a strong professional identity as a role model to students;
- supported student success as the result of exemplary guidance in the completion of scholarly capstone experiences;
- contributed to student successes as a result of published work and/or presented scholarly collaborations between faculty and student(s);
- created a sense of community and provided opportunities for students to learn/engage in the community outside the classroom.

Distinguished Faculty Research and Creative Activity Award

This award honors significant research and/or creative activity that is related to fields represented with SESWPS and conducted by a faculty member within the past three years. Research/creative activity may be theoretical, conceptual, or applied. Consideration will be given to impactful research/creative activity focusing on underserved communities, with the intention of making positive, impactful change. Nominations should explain why the research/creative activity is particularly significant. Work must be shared with a relevant audience(s), including, but not limited to academics, practitioners, and the general public. Research and creative works may include but are not limited to:

- journal articles;
- books and book chapters;
- original multimedia production;
- exhibitions;
- software applications or other emerging technologies;
- conference presentations;
- invited keynote presentation(s) to national and/or international audiences (as distinguished from juried conference presentations);
- grant-supported research or creative work;
- research or creative work that is noted for making an original and meaningful contribution to its related field.

Distinguished Faculty Mentorship Award

The purpose of this award is to honor outstanding mentoring of colleagues or students (undergraduate or graduate) by a faculty member in SESWPS. This includes both formal and informal mentoring. Consideration will be given to nominees who have demonstrated a commitment to supporting underrepresented, marginalized, and/or international students. Outstanding mentoring goes beyond the standard requirements and expectations that go with being a faculty member such as teaching, advising, and serving on non-thesis projects, thesis, or dissertation committees. Outstanding mentoring may involve exemplary modeling or professional growth support such as:

- providing observations, critique, and other professional support for colleagues;
- helping students to become active and engaged members of regional and national organizations;
- continuing to support students beyond graduation and into their careers through mentorship outreach;
- helping students to develop forms of outreach and/or community engagement;
- being active as a club advisor of a student organization;
- exemplifying genuine professional caring: sincere, empathetic, sensitive to issues of diversity, responsive to student needs, fair assessment, and equitable treatment of others;
- providing observations, critique, and other professional support for student pedagogical efforts;
- supporting professional growth including guiding students over an extended period on grants, research projects, or research teams;
- helping students to develop and revise research manuscripts, conference presentations, and other forms of scholarly dissemination;
- nominating students for local, state, national, or international awards, recognition, or other professional growth opportunities such as training fellowships.

Nomination & Review Timeline

January

- Dean's Office confirms faculty and staff eligibility with Department Chairs and Directors
- Dean's Office prepares and disseminates nomination form (Qualtrics link) to all SESWPS faculty and staff
- Dean's Office prepares and sends email announcements
- MCOM prepares and posts announcement to social media

February-March

- Close Qualtrics nomination form (allow to remain open four weeks)
- Dean's Office provides Qualtrics nomination reports to committee
- Committee reviews nominations and select winners using awards rubric; informs Dean's Office of results
- Dean's Office sends email to winners
- Dean's Office orders name plates for display plaques
- Dean's Office prepares certificates for award winners and notification letters for all nominees

April/May

- Presentation of Awards

Review Procedure

Confidentiality statement: Review and deliberations are to remain private and not shared with the larger faculty, staff, and student body. Similarly, no nomination materials should be shared with or made public outside of this working group. Winners and nominees should not be notified prior to official notification from the Dean's Office.

- After the nomination window closes, a report for each award is generated listing the nominations. Reports are shared with each committee member for review.
- Each committee member is to review materials and come to the deliberation meeting with their top five nominations per award category.
 - See *Deliberation Procedure* below for information regarding review processes in the event of a nomination of a committee member
 - Top five designations should be based on the following criteria:
 - Number of nominations
 - Quality of nomination narratives
 - Addressing the nomination criteria
 - Richness of details in the narrative
 - Award recipients should be evaluated on eligible work (i.e., within the last three years) and not their larger body of work
 - In the event of ties in any category, the following procedures will be used:
 - Impact as suggested by the narratives (e.g., impact on career development, impact of research)
 - For Research awards:
 - Peer-reviewed publications are more valued than non-refereed publications
 - Keynotes are more valued than concurrent sessions
 - Concurrent sessions are more valued than posters or round tables
 - As needed, impact factors of journals will be considered

- For any award category, in the event of a tie not being able to be negotiated amongst committee members, the Dean will be the final tie breaker.
- Once a decision has been made for each award category, the following steps are carried out:
 - The committee shares outcome of deliberations with the Dean's Office
 - The Dean's Office notifies award recipients
 - Award recipients receive a letter which contains sample language from the narratives and is signed by the Dean
 - Award recipients also have their names appear on the larger award plaques displayed in SESWPS (TBD)
 - Nominees who do not receive the award will receive a letter notifying them that that they were a nominee
 - Nominees who were only self-nominated will not receive letters of recognition.

Deliberation Procedure

Recipients are decided based on a simple majority of committee member votes. In the instance of more than two nominees being still considered, a plurality is sufficient.

In the event of ties, the committee discusses the quality and quantity of nominations and references the criteria for each award. If the tie cannot be negotiated, a tiered listing of nominees will be reviewed (i.e., number of committee members with a nominee as first choice vs. second choice). If the tie can still not be negotiated, the Dean will review materials and serve as tie breaker.

Supervisors of nominees will recuse* themselves from the award discussion, though they may still have their vote/ballot counted without issue.

If a committee member is a finalist for any of the awards (i.e., a leading nominee based on quantity or quality of nominations), they will either voluntarily remove their name from consideration or recuse* themselves from deliberations. If a committee member becomes a finalist through deliberations, they will recuse* themselves for the remainder of the deliberations and they will not be eligible to vote for the award for which they are a finalist.

**Recusal will involve the individual leaving the physical room where deliberations are taking place. In the event of virtual deliberations, the individual will leave the video portion of the discussion.*