

## MINNIE STEVENS PIPER PROFESSOR AWARD PROCEDURE

Policy 7.1.1

Revised and Approved February 2021-2025

Each May, the Minnie Stevens Piper Foundation grants the Piper Professor Award to 10 Texas college or university professors in honor of their teaching excellence. Current/former students and faculty at the University of Houston-Clear Lake have an opportunity to submit nominations to self-nominate for this award during the fall semester. Faculty self-nominations are permitted. to nominate an outstanding faculty member for this award.

### I Procedures

Around mid-October, the Minnie Stevens Piper Foundation sends UHCL an invitation to nominate one eligible faculty member for the award along with information about the award process. Deadline for nominations is usually the middle of November.

#### A. Minnie Stevens Piper Professor Award Committee (Award Committee)

1. The ~~Associate Vice President for Academic Affairs~~ Vice Provost supervises the formation of an Award Committee to manage the nomination process. The Award Committee consists of one faculty member and one student from each college (eight members).
2. Faculty representatives: The prior year's UHCL Piper Award nominee serves as the representative for ~~his/her~~ college. For the three remaining colleges, the ~~Associate Vice President for Academic Affairs~~ Vice Provost asks the Faculty ~~Senate Council~~ Council Executive Committee to select representatives. The Faculty ~~Senate Council~~ Council Executive Committee confirms faculty members' availability and willingness to serve on the Award Committee before submitting their names to the ~~Associate Vice President for Academic Affairs~~ Vice Provost.
3. Student representatives: ~~The Student Government Association is responsible for selecting~~ one student representative from each college. To start the process, the ~~Associate Vice President for Academic Affairs~~ Vice Provost ~~contacts the Student Life Office, which supervises the Student Government Association selection process.~~ Associate Vice President for Student Affairs ~~Student Government Advisor, who oversees the student selection process.~~

### II Eligibility

Full-time tenured, tenure-track, and non-tenure-track teaching faculty members (i.e., Professors of Practice and Lecturers) with full teaching assignments are eligible for nomination. Faculty with release time and part-time faculty are eligible if they have generated at least as many credit hours as full-time faculty. Faculty members on leave are not eligible for nomination until they return to full-time teaching status who have taught for a minimum of at least five academic years

**Commented [MK11]:** Piper Guidelines state: Candidate for nomination should be a full-time instructor.

prior to the year of nomination may apply. Members of the Award Committee are not eligible to apply for nomination.

### III Nominations

A. Students and faculty will submit nominations ~~Students and Faculty~~ Eligible faculty wishing to apply will self-nominate faculty via the form found online. The deadline and submission requirements for each year's nominations is announced via the Student Government Association, the Faculty Senate Council, campus television monitors, and the website, and the student newspaper. The Student Government Association coordinates a mass email to students, and the Faculty Senate Council Executive Committee coordinates a mass email to faculty.

**Commented [MB2]:** Will nominations be open to faculty only? If yes, why would we send students a mass email? In the current process, we use the mass email to invite them to nominate faculty. Correct me if I am misunderstanding this.

B. All nominations should be submitted electronically or to the Provost's office in Bayou 2525 by the annual deadline. The submission for the award will be sent to the award committee and include:

1. A narrative written by the applicant that clearly states the applicant's teaching activities and why they merit serious consideration for the award. The narrative should also include the full-time equivalent student enrollment for each course in the semester preceding the nomination.
2. A current curriculum vita
3. Up to five letters of recommendation may also be submitted as part of the application. Letters may be from administration, colleagues, and/or current and former students

**Formatted**

**Formatted:** List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1" + Indent at: 1.25"

**Commented [IJ3]:** Accepting recommendations from current students is potentially problematic, because students could be pressured to write positive letters in return for better grades.

### IV Nominee Selection Process

A. The ~~office of the Associate Vice President for Academic Affairs~~ Vice Provost ~~Award Committee will~~ ranks nominations according to a score obtained using a rubric of their own design ~~the following methodology: rank nominees by the total number of nominations received~~ Piper Professor Nomination form categories.

B. The Award Committee will send the names of the F ~~faculty~~ members who earn the five highest scores to the Vice Provost as ~~are~~ semi-finalists.

C. The ~~Associate Vice President for Academic Affairs~~ Vice Provost notifies the semi-finalists and provides a UHCL Piper Semi-Finalist Form, which the semi-finalists complete and submit along with a current curriculum vitae to piperaward@uhcl.edu ~~the Awards Committee.~~ The Semi-Finalist Form matches the information and character counts/space limits allowed by the Piper Foundation's nomination form. Semi-finalists must also submit a recording of a class session and sample instructional materials and/or assignments so that Award Committee members may evaluate the semi-finalists' teaching. Optionally, the semi-finalists may submit a recording of a class session and/or anonymized sample work from students be available for teaching observations during the current or upcoming spring semester so that one or more Award Committee members may observe the semi-finalists' classes and/or instructional materials teaching.

**Commented [CW4]:** Edited to address feedback from the Vice Provost about the timeline.

D. The ~~Associate Vice President for Academic Affairs~~Vice Provost notifies the Deans and Associate Deans of faculty members in their college who were nominated and/or selected as semi-finalists.

E. The Award Committee reviews and scores the ~~semi-finalists' and designates nomination packages and selects~~ one of the semi-finalists as the University's nominee for the Piper Professor Award. All Award Committee deliberations are confidential.

## V Notification and Announcement

A. The ~~Associate Vice President for Academic Affairs~~Vice Provost sends a congratulatory email to the semi-finalists and nominee regarding the committee's decision. The email also goes to the Deans, Associate Deans, Provost, President, and Marketing/Communications.

B. The ~~Associate Vice President for Academic Affairs~~Vice Provost prepares a draft announcement for the university community and sends the draft to the Provost, the President, and Marketing/Communications for review. The announcement includes the name of the nominee and the reasons the Award Committee deemed that person an outstanding teacher. Any student quotes included in the announcement should specify major(s) and anticipated graduation date(s), but should not include student identifying information (e.g., name, initials, student id, etc.):-

## VI Nominee Submission to the Piper Foundation

A. The ~~Associate Vice President for Academic Affairs~~Vice Provost sends the Piper Professor Nomination form link to the nominee. The nominee completes the form and submits it to the ~~Associate Vice President for Academic Affairs~~Vice Provost along with up to five letters of recommendation from administrators, colleagues, and/or current and former students.

B. The Office of the ~~Associate Vice President for Academic Affairs~~Vice Provost sends the Piper Foundation the original documents and retains a copy on file.

## VII Process Conclusion

A. A celebration at the end of the process recognizes the semi-finalists, nominee, and the Award Committee members.

B. The nominee's name is added to the UHCL website with the names of previous nominees and award recipients. Should the nominee be selected by the Minnie Stevens Piper Foundation for ~~a~~ the statewide Piper Professor Award, the website will be updated to indicate the nominee received the award.

**Commented [IJ5]:** Minor detail, to be sure, but I think this should be a forward slash instead of a backslash.

**Commented [HR6]:** We can see the benefit of involving students in the nomination and the recommendations. We also recognize the potential of conflict of interest mentioned by Dr. Irvin. We are sending it back for further consideration to Provost Council to decide.