

Revised and Approve February 2021

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. Students and faculty at the University of Houston-Clear Lake have an opportunity during the fall semester 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 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 asks the Faculty Senate Executive Committee to select representatives. The Faculty Senate 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.
3. Student representatives: The Student Government Association selects one student representative from each college. To start the process, the Associate Vice President for Academic Affairs contacts the Student Life Office, which supervises the Student Government Association selection process.

II Eligibility

Faculty members 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. Members of the Award Committee are not eligible for nomination.

III Nominations

A. Students and Faculty nominate faculty via the form found online. The deadline for each year's nominations is announced via the Student Government Association, the Faculty Senate, campus television monitors, the website, and the student newspaper. The Student Government Association coordinates a mass email to students, and the Faculty Senate Executive Committee coordinates a mass email to faculty.

B. All nominations should be submitted electronically or to the Provost's office in Bayou 2525 by the annual deadline.

IV Nominee Selection Process

A. The office of the Associate Vice President for Academic Affairs ranks nominations according to a score obtained using the following methodology: rank nominees by the total number of nominations received.

B. Faculty members who earn the five highest scores are semi-finalists.

C. The Associate Vice President for Academic Affairs 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 Semi-Finalist Form matches the information and character counts/space limits allowed by the Piper Foundation's nomination form.

D. The Associate Vice President for Academic Affairs 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 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 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 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).

VI Nominee Submission to the Piper Foundation

A. The Associate Vice President for Academic Affairs 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 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 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 Piper Professor Award, the website will be updated to indicate the nominee received the award.