

 <p>RHODE ISLAND COLLEGE</p> <p>OFFICIAL PRACTICE</p>	<p><i>Service Recognition</i></p>	<p>EFFECTIVE DATE: 2014/06/05 REVISION HISTORY: [N/A]</p>
<p>RESPONSIBLE OFFICE: HumanResources@ric.edu</p>	<p>POLICY OWNER: Manager, Recruitment, Workers' Compensation, and HRIS</p>	<p>SUPERSEDES: <i>Service Recognition Policy, 1989/10/03</i></p>

A. Purpose

Rhode Island College values and appreciates the members of its faculty and staff whose loyalty, dedication, and performance have contributed meaningfully to the college’s growth and success over the course of its history. In 1988, under the leadership of Carol J. Guardo, the college established a Service Recognition Program to thank and to acknowledge the contributions of members of the college community upon achieving certain notable milestones of service. In 2010, a new series of awards was instituted to recognize outstanding service, and an additional award was established in 2014. These awards are the *Presidential Award for Excellence in Teaching*, the *Faculty Leadership Award*, the *President’s Award for Excellence: Professional Staff*, and the *President’s Award for Excellence: Support Staff*. A longstanding performance excellence award, the *Mary Tucker Thorp College Professorship*, is also described in this document.

B. Length-of-Service Recognition

1. Faculty and staff members who have registered 10, 20, 30 and 40 years of service at the college will be recognized at an annual event.
2. Length of service is defined as full-time service to the college. For purposes of this practice, sabbatical and other such approved leaves of up to one academic year (nine months) may be counted toward years of continuous service. Individuals who reach the designated milestones will be recognized in the spring semester of the year immediately following the year in which the milestone was achieved.
3. Recognition for service milestones will be in a manner as prescribed by the president.
4. This policy is separate and apart from the state’s Career Service Award program for classified and unclassified employees.

C. Recognition upon Retirement

1. Retirees, regardless of their length of service, will be recognized at an event and in a manner designated by the president. Normally, retirees are recognized at the end of the academic year of their retirement.

D. Responsible Offices for Length-of-Service Recognition and Recognition upon Retirement

1. The Office of Human Resources will be responsible for maintaining accurate employee records and ensuring the presentation of service and retirement awards. Human Resources will provide the necessary information and will coordinate with the President’s Office, the Office of College

Communications and Marketing, and other appropriate offices on all matters associated with this practice, including scheduling, arrangements, and promotion.

2. The Office of Human Resources will be responsible for any gifts or commemorative certificates in relation to this practice.

E. Presidential Award for Excellence in Teaching

1. About the award: the Presidential Award for Excellence in Teaching is a recognition of faculty by faculty. Responsibility for this award is vested in the Office of the Vice President for Academic Affairs.
2. All full-time faculty are eligible to nominate individuals for this award.
3. Eligibility and evaluative criteria for the award
 - a. Nominees for the award must meet all three of the following criteria:
 - (i) Continuing faculty in tenure-track positions, whether full- or part-time, who have been employed continuously at the college for a period of not less than three years. Also eligible are faculty in term or limited term appointments, whether full- or part-time, who have been employed continuously at the college for a period of not less than three years.
 - (ii) Faculty who demonstrate sustained excellence in teaching while employed at Rhode Island College. Teaching experience at other institutions will not be considered.
 - (iii) Faculty who demonstrate excellence through a wide variety of evidence and media which may include, but not be limited to: peer and student evaluations; curricular and related materials; publications and monographs related to instruction; activities relating to innovative pedagogy; successful grants or contracts that involve teaching, internships, experiential learning, clinicals and/or field supervision; professional recognition and awards; student and peer accolades and/or evidence that teaching has had benefits for students' continued educational and/or career success.
4. Process of soliciting nominations, evaluating nominees, and making the award
 - a. Award Committee members will be selected by the Vice President for Academic Affairs upon the advice of the academic deans and the director of the library as follows: Faculty of Arts and Sciences, three (3) members; Feinstein School of Education and Human Development, two (2) members; Adams Library, School of Management, School of Nursing, and School of Social Work, one (1) member each, for a total of nine (9) members.
 - b. The Office of the Vice President for Academic Affairs will customarily issue the call for nominations in the month of January, with one month allowed for submittal of nominations.

- c. Nominees will generally have one month following notification of their nomination to submit supporting material. Such material is limited to one binder whose spine shall be no wider than five inches. Additional items, including CDs, DVDs, video tape, visual art, crafts, and design media may be submitted only to the extent that they support the case for teaching excellence.
 - d. The Committee will typically evaluate all nominees' dossiers during the period from mid-March through April.
 - e. The Committee will submit to the VPAA its recommendation for the winner of the Award, typically by May 1st. The VPAA will inform the President.
 - f. The President will announce the honoree at the opening convocation/coffee hour of the following academic year or at an equally appropriate college event held in the academic year in which the selection of the awardee is made.
3. Expectations and benefits associated with the award:
- a. The awardee will be expected to make a presentation in a venue and format that is conducive to showcasing her/his teaching excellence. Such venues/formats shall include (but not be limited to) one of the following:
 - (i) a traditional lecture
 - (ii) oral presentation of a scholarly paper focused on pedagogy
 - (iii) leading a panel presentation on innovations in teaching at RIC's spring faculty conference
 - (iv) meeting with new faculty who are participating in mentoring programs to discuss the characteristics of exemplary teaching at the college
 - (v) delivering a talk for high school juniors and seniors as part of an admissions office recruitment event
 - (vi) serving as a keynote speaker at a professional conference on teaching that is hosted at or by the college
 - b. In addition to a plaque and a dinner with the president and award committee for the winner and her/his immediate family, the benefits associated with the award include an allowance of up to \$1,000 toward one of the following:
 - (i) membership dues to professional organizations/associations
 - (ii) travel to a conference whose focus is teaching within the professor's field
 - (iii) vouchers toward the purchase of a computer, software, computer peripherals, or a projector

F. Mary Tucker Thorp College Professorship

1. About the award: The Mary Tucker Thorp College Professorship is awarded every other academic year (alternating with the Presidential Award for Excellence in Teaching) to a full professor with at least six years of service at Rhode Island College who has demonstrated excellence in teaching along with excellence in scholarship and/or excellence in professional and collegial service. The professorship honors the contributions of Mary Tucker Thorp, whose illustrious career at the college spanned the time period of 1926–1967.
2. Eligibility: full professors with at least six years of service at Rhode Island College.
3. Criteria: demonstrated excellence in teaching along with excellence in scholarship and/or excellence in service.
4. Process:
 - a. Any member of the RIC community may nominate a faculty member for the award by submitting a letter of nomination, providing knowledge of the faculty member's work and the reasons for the nomination.
 - b. Nominees submit materials supporting their nomination, including evaluations, letters of support, and peer feedback.
 - c. Candidates are evaluated by a college-wide committee composed of faculty from the Faculty of Arts and Science, the Feinstein School of Education and Human Development, the School of Management, the School of Nursing, the School of Social Work, and the Adams Library.
 - d. The appointment is made by the college president.
5. Expectations and benefits associated with the award:
 - a. Winners receive a certificate and a stipend check in the amount of \$1,000.
 - b. Winners deliver the Thorp lecture to the college community during the fall term.

G. Faculty Leadership Award

1. About the award: the Rhode Island College Faculty Leadership Award, established in 2014, is presented annually to a full-time faculty member whose contributions and achievements have led to significant transformative or strategic improvements in teaching, research, or service at the college.
2. Eligibility: all Rhode Island College full-time faculty members are eligible for the award.
3. Criteria:
 - a. The award should recognize a faculty member's effective empowering, guiding, or inspiring of a group(s) to achieve improvements in the areas of teaching, research, and/or service consistent with the mission of the college (The award is not focused on teaching or research by itself, which is addressed by the Thorp Award and the Presidential Award for Excellence in Teaching).

- b. The leadership award is not given for a large number of positions held or a long time spent in such positions, *per se*, but is based on exceptional accomplishments while in a position.
- c. Outstanding leadership contributions and achievements include but are not limited to:
 - (i) being of extraordinary importance or scope achieved through single accomplishments or on-going contributions to the college
 - (ii) leading creative and innovative initiatives
 - (iii) overcoming significant obstacles
 - (iv) helping to achieve goals consistent with the college's strategic plan

4. Process:

- a. Nominations may be submitted by any RIC full-time faculty member.
- b. A committee consisting of one administrative chair (non-voting) and six full-time faculty members (one drawn from each school and Adams Library, as forwarded by the corresponding dean or director), shall convene on or about February 1 for the purpose of evaluating nominations for the award. The administrative member shall serve as the committee chair. The committee will select and recommend to the VPAA the award winner by the end of the spring semester. The VPAA will submit the award winner to the President for final approval.
- c. To nominate a candidate, RIC faculty will provide, by e-mail to the Office of the Vice President for Academic Affairs, a nominating letter, not to exceed two pages, and include letters of support from two other faculty members. Committee members may not nominate candidates. Normally, the nomination deadline is February 1.
- d. The committee will evaluate candidates using the specified criteria. The candidate must receive at least four committee votes to be recommended for the award.
- e. The award winner will be recognized at the college's opening convocation/coffee hour and receive a plaque and a check for \$1,000.

H. President's Award for Excellence: Professional Staff

- 1. About the award: this award recognizes and encourages professional staff to sustain a high level of productivity and performance as well as to develop new and innovative approaches and practices that enable the college and the staff to fulfill the college's mission more effectively.
- 2. Eligibility: all nominees must have been employed for at least one year at RIC as a regular full-time professional non-faculty staff member (PSA or BOE).
- 3. Criteria: the professional staff member will
 - a. consistently exceed the duties and responsibilities of the assigned position in a sustained, outstanding manner;

- b. work in a manner that consistently exceeds expectations; and
 - c. make exceptional contributions or provide exceptional service to the college.
 - 4. Customarily, the call for nominations is issued by the Office of the President in early May. All Rhode Island College faculty, staff members, and students are eligible to submit nominations for this award. Letters of nomination are to provide full details as to why the nominee has earned this distinction.
 - 5. The nomination will be screened by the Office of Human Resources prior to its consideration by the President's Cabinet, which will make a recommendation to the President.
 - 6. The award will be announced at the college's opening convocation/coffee hour.
 - 7. The honoree will receive a special paver of recognition and one reserved parking place (non-transferable) for 12 months.
- I. President's Award for Excellence: Support Staff
- 1. About the award: this award recognizes and encourages support staff to sustain a high level of productivity and performance as well as to develop new and innovative approaches and practices that enable the college and the staff to fulfill the college's mission more effectively.
 - 2. Eligibility: all nominees must have been employed for at least one year at RIC as a regular full-time support staff member (Council 94).
 - 3. Criteria: the support staff member will
 - a. consistently exceed the duties and responsibilities of the assigned position in a sustained, outstanding manner;
 - b. work in a manner that consistently exceeds expectations; and
 - c. make exceptional contributions or provide exceptional service to the college.
 - 4. Customarily, the call for nominations is issued by the Office of the President in early May. All Rhode Island College faculty, staff members, and students are eligible to submit nominations for this award. Letters of nomination are to provide full details as to why the nominee has earned this distinction.
 - 5. The nomination will be screened by the Office of Human Resources prior to its consideration by the President's Cabinet, which will make a recommendation to the President.
 - 6. The award will be announced at the college's opening convocation/coffee hour.
 - 7. The honoree will receive a special paver of recognition and one reserved parking place (non-transferable) for 12 months.
- J. Every two years, the Office of Institutional Research & Planning, in consultation with the Office of Human Resources, will survey faculty and staff regarding their interest in and appreciation for the various forms of recognition and awards.