MEMORANDUM

TO: Deans, Chairs, and University Faculty
RE: Extraordinary Accomplishments Program and Procedures

FROM: Sally E. McRorie, Interim Provost & VP for Faculty Development and Advancement

The Extraordinary Accomplishments program was started by then Provost Garnett S. Stokes in June 2013 to support the following goals:

• Reward and encourage research and creative excellence by high-achieving faculty;
• Improve rankings of individual graduate programs and departments;
• Meet the faculty award metric for pre-eminent status in the State of Florida;
• Contribute to AAU-readiness by helping FSU meet an AAU Phase 1 indicator; and
• Move FSU toward the strategic priority of becoming ranked as a Top 25 Public Institution.

Below is a concise outline of the procedures in place regarding the Extraordinary Accomplishments Program. I encourage you to familiarize yourself with these procedures and to publicize them to your faculty colleagues. It is important that deans, chairs, and faculty serving as mentors encourage and facilitate faculty applications and/or nominations for career-appropriate awards applicable to the Extraordinary Accomplishments program.

Please direct all procedural questions and nomination needs to Peggy Wright-Cleveland, Director, Office of Faculty Recognition at mwrightc@fsu.edu or 645-8202.

Qualifying Awards:

All awards recognized by the National Research Council as “Highly Prestigious” or “Prestigious” qualify faculty for an Extraordinary Accomplishments salary increase.

Additionally, awards petitioned and added to our list as an “Alternate Exceptional Award” qualify faculty for an Extraordinary Accomplishments salary increase. (Information for petitioning an award is described below.)

The complete NRC list and the list of Alternate Exceptional Awards are published on the Office of Faculty Recognition website at http://ofr.fsu.edu/Award-Application-Information/NRC-Awards.

Note: Eligible awards must have been received while employed at FSU. Prestigious awards must have been received in 2008 or later; there is no time limit for Highly Prestigious awards.
Eligibility to Receive FSU Salary Increases:

All full time E&G and C&G faculty, tenured, tenure track or specialized faculty, are eligible for these awards.

Salary Increase Disbursement:

Faculty recognized with “Highly Prestigious” awards will receive a $15,000 permanent increase to base salary. Faculty recognized with more than one “Highly Prestigious” award will receive a $15,000 permanent increase to base salary for the first award and a $10,000 permanent increase to base salary for each subsequent “Highly Prestigious” award.

Faculty recognized with “Prestigious” awards will receive a $5,000 permanent increase to base salary for the first award and a $5,000 permanent increase to base salary for each subsequent award.

Salary increases will take effect as soon as possible after the appropriate paperwork is filed.

Process to Request a Salary Increase under the Extraordinary Accomplishments Program:

1. The Dean, Department Chair, or faculty member must notify the Office of Faculty Recognition about the award received.
2. The award recipient provides the Office of Faculty Recognition verification of the award received. This may be a PDF of the certificate or award letter, a copy of the email notification, or other appropriate documentation. All notification may be done via email; no hard copies required.
3. The Director of the Office of Faculty Recognition will verify the faculty member won the award during his/her tenure at FSU and verify the award as a Qualifying Award. The Director will submit the Salary Increase Request form to the Vice President for Faculty Development and Advancement. Once this is completed, the Director of the Office of Faculty Recognition will send a confirmation email to the faculty awardee.
4. The Salary Increase Request Form is then routed to the Provost’s Office. Department liaisons will process the actual salary increase after they receive a memo from the Provost’s office.
5. Each faculty awardee will receive a letter from the Provost.
6. The salary increase should appear in the faculty member’s paycheck within one month after the Salary Increase Request Form has been submitted.

Process to Petition an Alternate Award:

1. Dean, Department Chair, or faculty member submits to the Director of the Office of Faculty Recognition a personal letter of petition and an outside letter supporting the petition OR name and contact information to request a supporting letter.
   a. The personal letter of petition should present reasons the award is equivalent in prestige to other awards on the NRC or Alternate Award lists.
   b. The outside letter should speak to the relative importance and prestige of the award to any faculty member in field who holds this award. The argument should address the merits of the award only, not the merits of the award winner. It is expected the award will have national or international prestige.

2. A Faculty Review Committee appointed by the Provost considers each petition. The Director of the Office of Faculty Recognition facilitates this committee by researching award information, preparing petition packets, taking notes, and tracking the progress of each petition.

3. The Review Committee makes a recommendation regarding the acceptance or rejection of each award to the Vice President of Faculty Development and Advancement and the Provost.

4. The Vice President of Faculty Development and Advancement makes the final decision on each petition.

5. The Vice President of Faculty Development and Advancement notifies each petitioner of the decision by letter.

6. The Director of the Office of Faculty Recognition keeps a record of each petition and decision; processes Salary Increase Request forms when appropriate; publicizes and keeps current the list of accepted Alternate Awards.

7. Award petition decisions may not be appealed but they may be resubmitted if additional information can be provided.

NOTE: The petition process is focused on supporting the Extraordinary Accomplishments program as a reward and incentive for research excellence at FSU. Therefore, neither teaching awards nor service awards, even those of national or international significance, are considered. Additionally, though any research award may be petitioned and added as an equivalent award, salary increases will only be awarded to those earning the petitioned awards within three years of the petition date.
Provost’s Extraordinary Accomplishments Initiative
January 2014

Alternative Award Review, Processes and Practices

The Provost’s Extraordinary Accomplishments Initiative has provided immediate salary increases to faculty winning awards and honors that have been identified by the National Research Council as either Prestigious or Highly Prestigious. As a supplement to this program, faculty members are invited to petition additional awards and honors for possible inclusion among those recognized. The Alternative Award Review committee has been charged by the Provost with reviewing submitted petitions and making recommendations to the Vice President for Faculty Development and Advancement and to the Provost for adding awards not currently recognized by the NRC to FSU’s Extraordinary Accomplishments Program. Our primary commitment has been to adhere to the Extraordinary Accomplishment Program’s goal of encouraging and rewarding nationally recognized research and creative excellence. Our aim is to provide a thoughtful review of petitions that represent the aspirations and achievements of faculty across campus, while also being sensitive about adhering to our primary charge to “set a high bar for inclusion of awards beyond those recognized by the NRC.”

From this point of departure, several additional general commitments have guided the review of petitions:

- In keeping with the program’s stated commitment to increasing the university’s overall research profile as part of the Top 25 Initiative and AAU-readiness, the committee recognizes that Alternative Awards are intended to supplement, not supplant, the existing NRC awards. The committee has thus reviewed the overall annual award rate for the past five years in considering the impact of adding new awards and, implicitly, new categories of awards to the FSU list.

- The committee recognizes that some departments and areas of the university’s research and creative activities are comparatively underrepresented as a result of the particular research focus of the NRC. For that reason, we also consider the extent to which particular areas may have few or no sponsors on the existing list.

- All petitions are considered on a blind basis, so as to evaluate the award itself, not the recipient. The committee does not receive information about the rank, standing, particular situation, or achievements of the petitioner.

- A recommendation, either in favor of or against inclusion of a particular award, requires overwhelming consensus among the committee members.
These awards have been as varied as our faculty: we have thus found that each petition must be considered individually. There is no single set of required criteria against which this range of awards can appropriately or thoughtfully be considered. We have instead worked to ask a consistent set of questions about each award. Not all of these questions are equally applicable to each award. We also weigh and try to place each award into its relevant context alongside the NRC list as a whole.

- What is the award sponsor’s primary mission? To what extent is research or creative excellence a central focus of its mission?

- What other awards and honors does this sponsor give out each year?
  - How many, if any, of these awards are on the NRC list?
  - How does the petitioned award compare to any other NRC awards from this sponsor?

- To what other awards, or categories of awards, can this award be compared, either on the NRC list or not?

- To what extent is research or creative excellence the criteria for the award?

- What is the application or nomination process for the award? What is the selection process for the award?

- In the case of early or mid-career awards, in particular, to what extent would having this award be transformative to an individual faculty member’s development as a scholar, researcher, or artist?