

DIN: 4020-2-02
Name of Process: Applying for Awards for Excellence

Purpose

Faculty will use this process, and the accompanying form (4020-4-03) to submit an Awards for Excellence proposal. The Awards for Excellence Committee will use this process to make the awards and communicate back to the applicants.

Scope

This process applies to all faculty who apply for an Awards for Excellence grant.

Definitions

The following is a list of key definitions:

Term/Phrase	Definition
Awards for Excellence	Program sponsored by the Office of the Chancellor to reward faculty innovation and excellence through the awarding of special grants.
Awards for Excellence Committee	This is the group that reviews applications, determines which applications to approve, and follows up with the applicant upon completion of the project.
Awards for Excellence form	This is the official form on which applicants are to submit their proposals.

Process

The table below describes responsibilities for this process:

Stage	Who	Description		
1	Faculty	Faculty who wish to apply for an Awards for Excellence grant <ul style="list-style-type: none"> - complete the Awards for Excellence proposal form that describes their proposed project and the accompanying costs - secure the signature of the Dean. - Submit the proposal to the Dean's Office 		
2	Awards for Excellence Committee	Meets "monthly?" to review proposals.		
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">IF proposal is approved,</td> <td>THEN indicate recommendation for approval on the cover sheet of the proposal and forward it to the President or designee for action.</td> </tr> <tr> <td>IF proposal is not approved,</td> <td>THEN write rationale for not approving the proposal and return the proposal to the applicant.</td> </tr> </table>	IF proposal is approved,	THEN indicate recommendation for approval on the cover sheet of the proposal and forward it to the President or designee for action.
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IF proposal is not approved,	THEN write rationale for not approving the proposal and return the proposal to the applicant.			
3	President or Designee	Acts on proposals recommended for approval.		
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">IF approved,</td> <td>THEN approved proposal is returned to the faculty member for implementation.</td> </tr> <tr> <td>IF not approved,</td> <td>THEN provides rationale and returns the proposal to the faculty applicant.</td> </tr> </table>	IF approved,	THEN approved proposal is returned to the faculty member for implementation.
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IF not approved,	THEN provides rationale and returns the proposal to the faculty applicant.			

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Document Number: 4020-2-02	Rev.	Page 1 of 2
Title: Applying for Awards for Excellence		Level #
		Implementation Date:

4	Faculty	Implements approved project in accordance with proposal. Upon completion of the project, provides written notice of completion to the Awards for Excellence Committee and describe how the objectives and/or goals have been achieved.	
5	Awards for Excellence Committee	Receives and analyzes reports of completed projects. Upon verification that evidence provided documents completion of the project in accordance with the specifications outlined in the proposal, the Committee directs the Administrative Assistant to complete the MnSCU report, which then triggers payment to faculty.	
		IF Committee agrees that report sufficiently documents completion of the project	THEN the Committee sends to the President or Designee their recommendation to approve the Award for Excellence payment to the faculty member .
		IF Committee does not find sufficient documentation of completion of the project	THEN the Committee sends to the President or Designee a negative or neutral recommendation on whether to approve the Award for Excellence payment to the faculty member.
6	President or Designee	Receives recommendation from Awards for Excellence Committee. Decides whether to approve Award for Excellence payment (note: Award will be approved if the Committee recommended approval. May be denied if Committee recommendation is neutral or negative.)	
		IF President or Designee approves the Awards for Excellence payment,	THEN authorizes a one-time lump-sum payment is to be made for the specified amount to the faculty member by notifying the Payroll Office (Administrative Assistant).
		If President or Designee denies the Award for Excellence payment,	THEN the denied Award documentation is returned to the Committee, which then notifies the faculty member of the denial and returns a copy of the documentation to the faculty member.
7	Awards for Excellence Committee Chair	Receives documentation from President or Designee of approval or denial of Award for Excellence payment. Notifies Administrative Assistant that MnSCU report is ready to be filed. Notifies faculty of the decision of the President or Designee.	
8	Administrative Assistant	Enters data required for MnSCU Report within two weeks of receiving notification of completion from the Awards for Excellence Committee.	

Supporting references

Listed below are college documents that support this process:
 4020-1-01 Professional Development
 4020-4-03 Awards for Excellence Proposal Form

Compliance references:

MSCF Contract, Article 13, Section 5. Awards for Excellence

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Document Number: 4020-2-02	Rev.	Page 2 of 2	Level #
Title: Applying for Awards for Excellence			Implementation Date: