



## COLLEGE OF FINE ARTS AWARDS

### FY25 COLLEGE OF FINE ARTS AWARDS

The College of Fine Arts will recognize the outstanding work of its faculty and staff and the achievement of college alumni and external partners. Awards will be recognized at the College of Fine Arts Awards Reception with invitations to members of the college and supporters and stakeholders internal and external to UTRGV. Funding will come from college funding but there is an opportunity for College of Fine Arts supporters to name awards in their honor/memory through an endowed gift.

Additionally, the College of Fine Arts encourages award winners to compete for similar awards at the institution level. So, when applicable, the application process is similar at both the college and the institution levels. The awards are in two categories: excellence awards and achievement awards.

**EXCELLENCE AWARDS.** The following awards celebrate the work of faculty and staff in the College of Fine Arts. These awards require a nomination or self-nomination. Upon acceptance of the nomination, the nominee will submit an application packet described in this document.

**CFA Excellence in Teaching Award** recognizes, encourages, and rewards outstanding faculty's contributions to the development and delivery of effective teaching and learning experiences. *\$1,000 travel award or stipend*

**CFA Excellence in Research/Scholarship/Creative Work Award** recognizes, encourages, and rewards scholarly contributions to the body of knowledge in their field. *\$1,000 travel award or stipend*

**CFA Faculty Emerging Scholar Award** recognizes and rewards tenure-track faculty for their contributions and demonstrated excellence in research or creative works. *Two \$3,000 summer stipends*

**CFA Excellence in Community Engaged Scholarship** recognizes, encourages, and rewards faculty contributions to advancing community engagement through research/creative works and experiential learning opportunities. *\$1,000 travel award or stipend*

**CFA Distinguished Career Award** recognizes and rewards a senior faculty (tenured or non-tenure track) who has set themselves apart in teaching, service, and contributions to the scholarly community over a 20+ year career at UTRGV and its legacy institutions. Particularly, contributions to student and/or faculty success are of high regard. *\$1,000 travel award or stipend*

**CFA Staff Excellence Award** recognizes and rewards staff for their contributions to the success of the College of Fine Arts. *\$1,000 stipend*



## COLLEGE OF FINE ARTS AWARDS

**ACHIEVEMENT AWARDS.** The following awards celebrate the achievement of our alumni and the partnership between the College of Fine Arts and an external partner. These awards will require a faculty or staff member to nominate an alumnus and external partner. The College will invite the award winners to attend the College of Fine Arts Awards Reception. The College will fund travel expenses, as applicable, and ask award winners to speak at the event. Additionally, on-campus lectures, workshops, or performances may be planned for the time that the award winner is available.

**CFA Alumnus Merit Award** recognizes an alumnus with outstanding achievements and received national or international recognition. *Presentation of plaque at Awards Event (travel expense funded).*

**CFA Young Alumnus Merit Award** recognizes an alumnus who has excelled in their profession and provided service to their communities in the early part of their career. Other areas of consideration include humanitarian service to society and direct services to the University and/or College. *Presentation of plaque at Awards Event (travel expense funded).*

**CFA Dean's Partner Award** recognizes an institution external to UTRGV that partners with the College of Fine Arts in supporting the mission of the college and promoting the success of the Arts. *Presentation of plaque at Awards Event (travel expense funded).*

The awards listed above will be decided by the College Leadership Council.



## COLLEGE OF FINE ARTS AWARDS

**EXCELLENCE AWARDS** celebrate the work of faculty and staff in the College of Fine Arts. These awards require a nomination or self-nomination. Upon acceptance of the nomination, the nominee will submit an application packet described in this document.

*Timeline.* The timeline for excellence awards is:

Date	Activity
<b>1<sup>st</sup> Friday of November by 5:00 p.m.</b>	Deadline to submit nominations and self-nominations for CFA Awards and Grants via <a href="#">online form</a> .
<b>2<sup>nd</sup> Friday of November</b>	Nominees will be informed of their nomination by the CFA Dean's Office.
<b>3<sup>rd</sup> Friday of January</b>	Nominees will be sent the deadline reminder by the CFA Dean's Office.
<b>2<sup>nd</sup> Friday of February</b>	Deadline for completed application packets to be submitted to the CFA Dean's Office via email to <a href="mailto:cofa@utrgv.edu">cofa@utrgv.edu</a> . CFA Dean's Office will forward to the College Leadership Council.
<b>Scheduled March meeting</b>	College Leadership Council will confer and make decisions regarding CFA Awards and Grants.
<b>March 30 or earlier</b>	CFA Dean's Office will send invitations to College of Fine Arts Awards Reception, including to all award candidates.
<b>April/May</b>	Award winners will be announced at the College of Fine Arts Awards Reception



## COLLEGE OF FINE ARTS AWARDS

### *Nomination and Evaluation Process*

1. Faculty will be identified for consideration through a nomination process.
2. Nominations must be submitted by the deadline via the [online form](#).
  - a. All UTRGV faculty, staff, and administrators (full-and part-time) may make a nomination.
  - b. Nominators should check with the nominees prior to putting their name forward to ensure they are willing and eligible to accept the nomination.
  - c. If individuals are nominated for an award, they must recuse themselves from all aspects of that category's review process.
3. Eligibility is reviewed and confirmed by CFA Dean's Office.
4. CFA Dean's Office will notify nominated faculty and staff and provide details for the next steps of the application process via email.
5. Nominees will submit their application packet to CFA Dean's Office via email ([cofa@utrgv.edu](mailto:cofa@utrgv.edu)) by the deadline.
7. CFA Dean's Office provides all application packets to the College Leadership Committee who conduct the evaluation process as outlined in this document.
8. All applicants will be invited to the College of Fine Arts Awards Reception where winners will be announced.

### *Eligibility Requirements*

1. All full-time UTRGV faculty and staff who, at the time of nomination, have completed at least two consecutive years of service at UTRGV (with the exception of the Emerging Scholar Award). Part-time faculty and staff and faculty with 50% or more workload dedicated to administration are not eligible for nomination.
2. Nominated faculty and staff should NOT have been a recipient of a CFA excellence award in the same category as current nomination within the last five years.
3. Nominated faculty should NOT have been a recipient of any CFA excellence award within the last three years.
4. In order to be eligible for the Distinguished Career Award, faculty nominees must have *at least* 20 years of full-time service to UTRGV and its legacy institutions.



## COLLEGE OF FINE ARTS AWARDS

### *Preparing the Application Packet*

Each candidate should assemble a **single PDF file** that includes all items listed below. The candidate's name and award category should be clearly identified in the file's name (e.g., JaneVaquero\_Teaching). Packets should be submitted via email to the CFA Dean's Office at [cofa@utrgv.edu](mailto:cofa@utrgv.edu) no later than the identified deadline. All documents are expected to adhere to the page limits specified in these instructions. Candidates that do not follow the guidance outlined in the instructions below are subject to disqualification.

### **Application Packet Contents**

- 1. Cover Page** (Max. length: One (1) page) containing the following information:
  - a. Excellence award category
  - b. Full name of candidate
  - c. Current position of candidate (title, rank, department/school, and college)
  - d. Number of years in current position as well as total number of years at UTRGV and legacy institutions
  - e. UTRGV email address
  - f. Phone number
- 2. Narrative of Achievements** (Max. length: Two (2) pages). The narrative should summarize the candidate's achievements and address the impacts of those achievements as they pertain to the area of the Excellence Award.
- 3. List of Recent Achievements/Activities** The list of achievements should only include work done at UTRGV and span no longer than the past five years ***except in the case of applications for the Distinguished Career Award***, in which case candidates should provide a summary of their achievements over the course of their career at UTRGV and its legacy institutions. *A specific emphasis should be placed on sharing the achievements and activities within the award's category.*
- 4. Letters of endorsement** (Max. length per letter: One (1) page). Up to five (5) letters of endorsement may be included per packet. Letters may be written by any individual who can speak to the excellence award criteria. Letters from students who may be advised or evaluated by the faculty candidate are discouraged, however, those from former students/graduates are appropriate. The role/position of the letter's author should be clearly identified either within the letter's content or denoted by the candidate on behalf of the author.



### COLLEGE OF FINE ARTS AWARDS

**CFA Excellence in Teaching Award** recognizes, encourages, and rewards outstanding faculty's contributions to the development and delivery of effective teaching and learning experiences.

*\$1,000 travel award*

*Criteria.* Applications will be evaluated based on the following criteria:

1. Applicant's implementation of teaching methodologies that are appropriate to the discipline with noteworthy innovation in teaching, including use of new technology as available.
2. Applicant has demonstrated continuous improvement of course material and assessment tools to enhance student learning outcomes.
3. Applicant creates a positive learning environment and ensures academic rigor.

*Helpful Tips.*

- The members of the Committee are likely to be from different disciplines than the candidate, meaning that clear and simple prose (rather than discipline-specific jargon) is helpful.
- Applicants should encourage individuals writing supporting letters to clearly identify their professional status, vantage point, or area of expertise.
- Summaries of the candidate's student evaluations and peer-reviews of their teaching are recommended.
- Applicants are highly encouraged to provide materials in their packet that address assessment of student learning outcomes.



### COLLEGE OF FINE ARTS AWARDS

**CFA Excellence in Research/Scholarship/Creative Work Award** recognizes, encourages, and rewards scholarly contributions to the body of knowledge in their field. *\$1,000 travel award*  
*Criteria.* Applications will be evaluated based on the following criteria:

1. The applicant's research/scholarly or creative work is/has been recognized for its impact locally, regionally, or nationally.
2. The applicant's research/scholarly or creative work expanded the body of knowledge in the faculty member's discipline.
3. The applicant's research/scholarly or creative work has distinctly impacted the academic discipline.

#### *Helpful Tips.*

- The members of the Committee are likely to be from different disciplines than the candidate, meaning that clear and simple prose (rather than discipline-specific jargon) is helpful.
- Applicants should encourage individuals writing supporting letters to clearly identify their professional status, vantage point, or area of expertise.
- All supporting letters should address the significance and impact of the research/creative work in its theoretical, practical, and/or artistic aspects, as well as how it has advanced/contributed to the knowledge in the field/discipline.
- Supporting letters from peers outside of UTRGV are especially useful.

**NOTE:** *A copy of the research/creative work itself (e.g., book, journal article, artwork, etc.) will not be shared with the committee.*



### COLLEGE OF FINE ARTS AWARDS

**CFA Faculty Emerging Scholar Award** recognizes and rewards tenure-track faculty for their contributions and demonstrated excellence in research or creative works. *Two \$3,000 summer stipend.*

*Criteria.* Applications will be evaluated based on the following criteria:

1. Applicant must currently be tenure-track (i.e., an assistant professor).
2. Applicant's accomplishments reflect innovative research and scholarship.
3. Applicant's scholarly contributions to the field are making a notable influence and attracting recognition.
4. Applicant's pattern of scholarly work demonstrates great potential for impact in the discipline.

*Helpful Tips.*

- The members of the Committee are likely to be from different disciplines than the candidate, meaning that clear and simple prose (rather than discipline-specific jargon) is helpful.
- Applicants should encourage individuals writing supporting letters to clearly identify their professional status, vantage point, or area of expertise.
- All supporting letters should address the significance and impact of the research/creative work in its theoretical, practical, and/or artistic aspects as well as how it has advanced/contributed to the knowledge in the field/discipline.
- Supporting letters from peers outside of UTRGV are especially useful.

**NOTE:** *A copy of the research/creative work itself (e.g., book, journal article, artwork, etc.) will not be shared with the committee.*



### COLLEGE OF FINE ARTS AWARDS

**CFA Excellence in Community Engaged Scholarship** recognizes, encourages, and rewards faculty contributions to advancing community engagement through research/creative works and experiential learning opportunities. *\$1,000 travel award*

*Criteria.* Applications will be evaluated based on the following criteria:

1. The impact of the applicant's contributions to community engaged scholarship have gained local, regional, and/or national recognition.
2. The applicant has demonstrated leadership through infusion of community engagement in research, creative works, or experiential learning opportunities.
3. Reciprocal community partnerships have flourished through the applicant's engagement.

#### *Helpful Tips.*

- The members of the Committee are likely to be from different disciplines than the candidate, meaning that clear and simple prose (rather than discipline-specific jargon) is helpful.
- Applicants should encourage individuals writing supporting letters to clearly identify their professional status, vantage point, or area of expertise.
- The supporting materials should clearly articulate how the faculty member infuses community engagement in their research/creative works or through experiential learning opportunities.
- Letters of endorsement from community members who can attest to the impact of the activities are highly recommended.



### COLLEGE OF FINE ARTS AWARDS

**CFA Distinguished Career Award** recognizes and rewards a senior faculty member (tenured or non-tenure track) who has set themselves apart in teaching, service, and contributions to the scholarly community over a 20+ year career at UTRGV and its legacy institutions. Particularly, contributions to student and/or faculty success are of high regard. *\$1,000 travel award*  
*Criteria.* Applications will be evaluated based on the following criteria:

1. Full-time service to UTRGV and legacy institutions exceeds 20 years.
2. Applicant has had significant impact on student/faculty success.
3. Applicant's contributions have made a notable influence on the institution and attracted recognition for their work.
4. Applicant has demonstrated continuous excellence in numerous areas over the course of a career.

#### *Helpful Tips.*

- The members of the Committee are likely to be from different disciplines than the candidate, meaning that clear and simple prose (rather than discipline-specific jargon) is helpful.
- Applicants should encourage individuals writing supporting letters to clearly identify their professional status, vantage point, or area of expertise.
- The supporting materials should clearly articulate the impact the faculty member has had in multiple areas over the course of their time at UTRGV and its legacy institutions.
- It is highly recommended that applicants provide letters from former students, colleagues, or administrators, in addition to current peers/students, that can demonstrate the longevity of excellence.

**NOTE:** *A copy of the research/creative work itself (e.g., book, journal article, artwork, etc.) will not be shared with the committee.*



### COLLEGE OF FINE ARTS AWARDS

**CFA Staff Excellence Award** recognizes and rewards staff for their contributions to the success of the College of Fine Arts. *\$1,000 stipend*

*Criteria.* Applicants will be evaluated based on the following criteria:

1. The applicant demonstrates leadership, commitment, and dedication to the college, university, community, and/or profession.
2. The applicant's service significantly impacts the college, university, community, and/or profession.

*Helpful Tips.*

- The members of the Committee are likely to be from different disciplines than the candidate, meaning that clear and simple prose (rather than discipline-specific jargon) is helpful.
- Applicants should encourage individuals writing supporting letters to clearly identify their professional status, vantage point, or area of expertise.
- All supporting materials, including letters of endorsement, should clearly articulate the impact or results of the candidate's activities.
- It is highly recommended that applicants provide letters from current and former students, faculty, staff, or administrators, in addition to current peers/students.



## COLLEGE OF FINE ARTS AWARDS

**ACHIEVEMENT AWARDS** celebrate the achievement of our alumni and the partnership between the College of Fine Arts and an external partner. These awards will require a faculty or staff member to nominate an alumnus and external partner. The College will invite the award winners to attend the College of Fine Arts Awards Reception. The College will fund travel expenses as applicable and ask award winners to speak at the event. Additionally, on-campus lectures, workshops, or performances may be planned for the time that the award winner is available.

*Timeline.* The timeline for achievement awards is:

Date	Activity
<b>3<sup>rd</sup> Friday of January</b>	Faculty and staff will be sent the deadline reminder by the CFA Dean's Office.
<b>2<sup>nd</sup> Friday of February</b>	Deadline to submit nominations for CFA Awards via email to <a href="mailto:cofa@utrgv.edu">cofa@utrgv.edu</a> . CFA Dean's Office will forward nomination to the College Leadership Council.
<b>Scheduled March meeting</b>	College Leadership Council will confer and make decisions regarding CFA Awards and Grants.
<b>March 30 or earlier</b>	CFA Dean's Office will contact award winners and make travel arrangements to attend the College of Fine Arts Awards Reception and other on-campus activities, if applicable.
<b>April/May</b>	Award winners will be asked to give brief remarks at the College of Fine Arts Awards Reception.



## COLLEGE OF FINE ARTS AWARDS

### *Nomination and Evaluation Process*

1. All UTRGV faculty, staff, and administrators (full-and part-time) may make a nomination. They must submit their nomination packet to CFA Dean's Office via email ([cofa@utrgv.edu](mailto:cofa@utrgv.edu)) by the deadline.
2. CFA Dean's Office provides all application packets to the College Leadership Committee who conduct the evaluation process as outlined in this document.
3. CFA Dean's Office will contact award winners and make travel arrangements to attend the College of Fine Arts Awards Reception and other on-campus activities, if applicable.

### *Preparing the Nomination Packet*

Each nominator should assemble a **single PDF file** that includes all items listed below. The nominator's name and award category should be clearly identified in the file's name (e.g., JaneVaquero\_YoungAlumni). Packets should be submitted via email to the CFA Dean's Office at [cofa@utrgv.edu](mailto:cofa@utrgv.edu) no later than the identified deadline. All documents are expected to adhere to the page limits specified in these instructions. Nominations that do not follow the guidance outlined in the instructions below are subject to disqualification.

### **Application Packet Contents**

1. **Cover Page** (Max. length: One (1) page) containing the following information:
  - a. Name of award
  - b. Full name of nominator
  - c. Current position of nominator (title, rank, department/school, and college)
  - d. Nominee's name, including group or institution (if applicable to nomination)
  - e. Nominee's current position(s) (title, institution), including employers and volunteer (if applicable to nomination)
  - f. Nominee's email, phone, address
2. **Letter of Nomination** (Max. length: Two (2) pages). The letter should summarize the nominee's achievements and address the impacts of those achievements as they pertain to the area of the Achievement Award.
3. **List of Recent Achievements/Activities** The list of achievements over the course of their career or length of partnership (if applicable to nomination).



### COLLEGE OF FINE ARTS AWARDS

**CFA Alumnus Merit Award** recognizes an alumnus with outstanding achievements and received national or international recognition. *Presentation of plaque at Awards Event (travel expense funded).*

*Criteria.* Applications will be evaluated based on the following criteria:

1. Alumnus graduated with a degree program currently in the College of Fine Arts from UTRGV or its legacy institutions.
2. Accomplishments reflect outstanding achievements and received national or international recognition.

*Helpful Tips.*

- The members of the Committee are likely to be from different disciplines than the candidate, meaning that clear and simple prose (rather than discipline-specific jargon) is helpful.

**CFA Young Alumnus Merit Award** recognizes an alumnus who has excelled in their profession and provided service to their communities in the early part of their career. Other areas of consideration include humanitarian service to society and direct services to the University and/or College. *Presentation of plaque at Awards Event (travel expense funded).*

*Criteria.* Applications will be evaluated based on the following criteria:

1. Alumnus graduated with a degree program currently in the College of Fine Arts from UTRGV or its legacy institutions in the last ten years.
2. Accomplishments reflect outstanding achievements in their profession and provided service to their communities.

*Helpful Tips.*

- The members of the Committee are likely to be from different disciplines than the candidate, meaning that clear and simple prose (rather than discipline-specific jargon) is helpful.



### COLLEGE OF FINE ARTS AWARDS

**CFA Dean's Partner Award** recognizes an institution external to UTRGV that partners with the College of Fine Arts in supporting the mission of the college and promoting the success of the Arts. *Presentation of plaque at Awards Event (travel expense funded).*

*Criteria.* Applications will be evaluated based on the following criteria:

1. An individual, group, or institution that has partnered with the College of Fine Arts in support of the mission of the college and promoting the success of the Arts.
2. Partner should not be nominated if they have received the award in the last five years.

*Helpful Tips.*

- The members of the Committee are likely to be from different disciplines than the candidate, meaning that clear and simple prose (rather than discipline-specific jargon) is helpful.