





## 5. ELIGIBILITY

All faculty unit employees are eligible each year to submit an application or be nominated by other faculty unit employees or academic administrators for PSSIs. Nominations must be received by the College Dean (or equivalent unit administrator as appropriate) not later than ten days before the deadline for applications. The Dean shall notify the nominee; faculty unit employees may accept a nomination by submitting a signed application. Applications must be submitted by the deadline set by the Office of Faculty Affairs.

## 6. NOMINATION OR APPLICATION

The period of consideration or review for outstanding or meritorious performance shall be the five years immediately preceding submission of the nomination/application, the period of employment at San Jose State University, or the period since the most recent award of a PSSI at San Jose State University, whichever period is shorter.

A one-page application form developed by the Executive Committee of the Academic Senate in consultation with the Office of Faculty Affairs shall be used. Nominees/applicants must sign this form and may include a personal statement and/or a list of activities and accomplishments or other documentation relevant to the application. Such material must be limited to five pages, printed in standard 12-point font. The applications are to be brief and uncomplicated. Only one nomination/application may be submitted for any candidate, and only one of the four categories of award shall be applied for.

Each department shall, according to regularly established departmental policy, either forward all nominations/applications directly to the College (unit) committee (as described below), or shall review them at the departmental level. If there is a departmental review, an appropriate departmental personnel committee consisting of tenured Unit 3 faculty will review the nomination/application materials and make a recommendation (favorable or unfavorable) before sending the materials on to the college (unit) committee, or else this function shall be delegated to the Department Chair.

## 7. RECOMMENDATION AT THE COLLEGE LEVEL

All nominations and applications shall be submitted to the appropriate College (or appropriate unit), unless withdrawn by the nominee or applicant. College (unit) PSSI committees shall be elected in accordance with college policy, except that no faculty unit member applying or nominated for an award may serve on a College committee, and no department may have more than one representative. College committees should whenever possible have among their members recipients of PSSIs, with all categories represented.

College (Unit) PSSI committees shall review and categorize all applications as "not recommended," "recommended," or "strongly recommended" distinguishing, in effect, among cohorts of "good," "strong," and "truly exceptional" applicants according to appropriate disciplinary criteria. Normally one-step awards will be recommended by college committees, but "strongly recommended" applicants may be recommended for more than one step (such a recommendation will be affected by the resources available and the relative sizes of the faculty cohorts in the pool of applicants). College committees should not recommend more than 20 % beyond the number of steps indicated by the suggested guideline figures. College committees may recommend "Presidential Special Recognition Awards" for faculty who applied for one of the four application categories and who may in the judgment of the college committee also merit such an award. College committees should also append a statement of reasons for both favorable and unfavorable recommendations.

The College (unit) committee recommendations shall be in writing and sent to the President, with a copy to the Dean (or equivalent administrator) and the nominee/applicant. The Dean shall append a statement of agreement or disagreement with the committee's recommendation, and a copy of this shall also be sent to the nominee/applicant. The Dean should state reasons for his/her favorable or unfavorable recommendation.

The nominee/applicant may submit a one-page response within five days of receipt of these recommendations.

