

# Department Awards Program

Department of Computer Science and Engineering

The Ohio State University

September 20, 2006 (revised June 13, 2014)

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## Overview

The CSE Department Awards Program recognizes faculty, staff, and students for noteworthy accomplishments “above and beyond” expectations. Each winner receives a prize and/or cash award at the discretion of the department chair, along with recognition on a permanent plaque displayed in the department. Faculty, staff, and students affiliated with the department may make nominations. The department chair, with the advice of an ad hoc committee appointed by the chair, evaluates the nominations and selects winners. Each award may have zero or more winners in a given year, based on the number and quality of the nominations, though typically there will be one winner in most categories and a few in the others.

The categories are:

- Graduate Student Research Award
- Undergraduate Student Research Award
- Faculty Teaching Award
- Graduate Student Teaching Award (Eleanor Quinlan Memorial Award)
- Service Award
- Chair’s Special Service Award
- Staff Years of Service Recognition
- Joel and Ruth Spira Excellence in Teaching Award

## Eligibility

Eligibility for each award is evident from the title of the award, with three restrictions.

Nominees for the Graduate Student Research Award should have passed candidacy. Any faculty member, staff member, or student who has been in the department for at least one year at the time of nomination may win the Service Award. The Chair’s Special Service Award is reserved for someone who is not a regular employee of the department, yet who has made outstanding contributions to the department over a number of years. A winner of any award during the past three years is ineligible to win that award again, but is eligible for other awards.

The Staff Years of Service Recognition is determined objectively. The department’s human resources officer, at the chair’s request, reports the names of staff members who have just

achieved the milestones of 20 years and 30 years of service with the department.

### **The Joel and Ruth Spira Excellence in Teaching Award**

The annual award shall be awarded based on the nomination of the Chairperson of the Department of Computer Science and Engineering, in recognition of outstanding teaching by a faculty member within the department.

Lutron Electronics has been presenting these annual awards since 1967 to acknowledge professors who excel in the classroom by helping students learn, understand, and apply the fundamentals of engineering. The award includes a cash prize, granted in the spring of each year.

In summary:

- Awards are focused on schools where Lutron has established relationships in both Electrical and Software Engineering
- One professor will be selected per university
- A cash award is provided by Lutron to be granted to each Professor
- Time-line
  - o Nominations by early January
  - o Award Selections – end of January
  - o Awards presented on campus – Spring of each year

This awards program's continuation is contingent on Lutron Electronics' award program results each year.

### **Nominations**

Nominations in the first five award categories (or the first six, if the department chair so requests) are solicited in the autumn semester by the department chair. Each nomination letter is strictly limited to 500 words. In the case of the Graduate Student Research Award and the Undergraduate Student Research Award, the nominator should include objective quality indicators and contribution information for any publications that are important to the nomination, should note how long the student has been in CSE at OSU as well as when he/she is expected to graduate and with what degree, and (especially for a graduate student nominee) should include a web link to the student's curriculum vitae.

### **Announcements**

The chair's ad hoc committee evaluates all nominations, and the department chair chooses and announces the winners by the first week of spring semester. (This schedule is intended to allow students who are graduating during the current academic year to include on job applications information about nomination(s) received and award(s) won. While some students might be job-hunting at other times, this timetable accommodates more students than other schedules.) Normally, the winners are recognized and presented with their prizes and/or cash awards at a departmental awards banquet later in the academic year, typically held during spring semester.