

University of Colorado Denver Annual Award for Excellence in Librarianship Eligibility, Criteria, Evidence/Documentation, and Procedures

Spring 2025

The “Excellence in Librarianship” award is given annually to the librarian who exhibits exemplary performance in librarianship/teaching during the year. There is a stipend (currently \$1,500) from the University of Colorado Denver that accompanies the award. It is analogous to the other Faculty Excellence awards given by the various CU Denver schools/colleges and therefore the library must meet certain CU Denver deadlines. The winner is recognized in the CU Denver commencement program and is therefore encouraged to attend commencement.

I. Eligibility:

All Auraria Library faculty librarians who have been members of the CU Denver downtown campus faculty for at least the past three academic years (AY2021-22, AY 2022-23, and AY2023-24,) are eligible. Faculty members who won this campus-level award during the past two years (Spring 2023 and Spring 2024) are not eligible this year.

II. Criteria:

(Note: criteria and documentation may pertain to the past three years, but please focus on current calendar year).

A. Meeting one or more of the standards below:

1. Excellent service and expertise in acquiring and providing physical and online access to the information in the Auraria Library’s research and instructional collections using the best practices in assessment and fiscal management.
2. Advancement of the Auraria Campus educational and research mission through the development and maintenance of instructional and research collections.
3. Improvement of instruction such as teaching innovation, curriculum planning, new course support, development of new methods and materials, or other related work.
4. Independence and initiative in meeting the goals of the libraries; superior implementation of the library’s policies and procedures & skill in attracting, training, developing, and supervising effective staff and faculty.
5. Superior assistance in research methodology to locate relevant resources and the search process required to retrieve specific materials; referring the user to the appropriate supportive academic campus services or other support whenever necessary.

B. In the performance of any of the above, the faculty member consistently demonstrates initiative and improvement in professional library service and maintains positive working relationships and effective communication with other members of the Auraria Campus community.

III. Evidence and Documentation:

A. Required

Please create an electronic dossier including the following sections in this order:

1. Checklist
2. Two- or three-page statement written by the nominee that includes the nominee's library philosophy and that addresses the criteria for the award.
3. One letter of support, written by either the Library Director or Department Chair/Division Coordinator, that addresses the criteria for the award.
4. Current Vita or Résumé.

B. Optional Materials shall consist of correspondence from students, peers, alumni, administrators, etc. Separate the correspondence into two categories: solicited (by the nominee or anyone else) and unsolicited. Include a maximum of three items in each category. (Note: These items can be written by former as well as current students.)

C. Sample dossiers for this award are available in the Center for Faculty Development and Advancement (CFDA). Contact: centerfacdevelopment@ucdenver.edu or 303-315-3033.

IV. Procedures & Timeline (dates may change according to University schedule):

Early January: FPC solicits nominations from library faculty and staff (self-nominations are accepted). Writers of nomination letters are strongly encouraged to address the criteria noted above. Letters from individuals or groups of individuals are both acceptable. There is no limit for the number of nomination letters written for a particular individual; all are accepted and evaluated by FPC.

January 20: Nomination deadline.

Early February: FPC reviews all nomination letters and selects an award recipient. FPC writes a supporting letter and forwards the name and nomination packet to the University Librarian/Director for final approval.

February: The University Librarian/Director reviews the packet and either concurs with the FPC decision or requests further FPC action.

Late February: Time period devoted to compiling the winner's dossier. If the Library's recipient chooses to participate in the competition for the CU Denver Excellence in Teaching Award, the recipient must submit full evidence and documentation as outlined in the CU Denver Annual Award for Excellence in Teaching, for submission by the deadline of **Monday, February 17, 2025**.

March: The University Librarian/Director notifies the Faculty Affairs office that the Library's award recipient has been selected and forwards that nomination packet by **March 17, 2025**: (Note: deadline is **February 17** if recipient is being nominated for CU Denver Annual Award for Excellence in Teaching.)

April: Award recipient is recognized at April Open Forum. Recipient will be presented with a glass award at the CU Denver Celebration of Faculty Excellence event.

Mid May: If possible, winner attends commencement.

Summer: Recipient's name is added to plaque outside Library administration by the facilities manager. Recipient also will be recognized with a plaque added to the Faculty Awards Gallery in the North Classroom Building. Letters of nomination are added to the recipient's personnel file.