

Outstanding Administrator

Description

The intent of this award is to honor a faculty member's long-term accomplishment as an administrator. The candidate must be responsible for outstanding administrative accomplishments or excellence in academic administration during their tenure as administrator. These qualities must be supported by evidence of efforts to instigate, support or inspire improvements in the education and experience of students, the academic growth and productivity of program faculty, and the positive recognition of the academic unit by outside institutions. Indicators of administrative excellence may include: innovative improvements having a direct impact on the initial accreditation of a program or on the re-accreditation of a program; major new initiatives benefiting the performance and/or reputation of the landscape architecture program, its faculty and/or its students; unique fund-raising successes leading to lasting positive improvements in the landscape architecture program; citation of one or more examples of program involvement, success, achievement or recognition at university, state, national or international levels. A maximum of one award will be given annually.

Nomination Requirements

- The candidate must be nominated by a faculty member in the unit with the endorsement and written support of an upper-level academic administrator
- The candidate must have held the administrative position in the program for a minimum of three (3) consecutive years
- The nomination must be submitted during the administrator's service or within three (3) years of their leaving the position

Package Requirements

All materials are to be packaged as a single multi-page PDF document and submitted through the CELA's online system by the nominee or nominator. Pages are limited to letter size (A4, 8.5x11"). The package shall not exceed 100 MB to ensure successful submission.

Each package shall contain the following information:

- Nominee and nominator information
- Table of Contents
- Nomination letter (maximum of two (2) pages) from a person associated with a CELA member school in good standing that contains the rationale for the nomination
- Nominee's curriculum vitae (must not exceed five (5) pages)
- Nominee's written narrative describing excellence in administrative, mentorship, leadership, and/or strategic planning efforts (must not exceed three (3) pages)
- Endorsement and written support letter from an upper-level academic administrator
- Three (3) letters of support from faculty or administrators with one from outside of their academic unit (i.e. department, school or college)

Outstanding Administrator Evaluation Rubric

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Nomination Requirements

1. Has the nominee served for at least 3 years consecutively?
2. Has it been 3 or fewer years since the nominee left their administrative role?
3. Is/was the nominee administering a CELA member program in good standing during the times of service?
4. Are materials submitted in the proper format with all required documentation included?

Evaluation

On a scale of 1-5, with 1 being the lowest and 5 the highest possible score, how would you rate:

1. Quality of nomination letter from an upper-level administrator
2. Quality of supporting letters of recommendation
3. Quality of nominee narrative
4. Impacts of administrative service on faculty and staff research, autonomy, and operations
5. Impacts of administrative service on students, policies, and the educational mission
6. Impacts of administrative service on their program or institution
7. Quality of supporting materials