

FACULTY EXCELLENCE AWARDS

NOMINATION PROCEDURES

Faculty Agreement

The Agreement states that “Faculty Excellence Awards are in recognition of achievement during an academic year.” **Nominations and all supporting evidence must be based on accomplishments in the academic year 2006-2007 (between July 1, 2006 and August 31, 2007).**

Tenured/tenure-track faculty who wish to nominate themselves for the Faculty Excellence Awards provided in the Faculty Agreement are requested to submit the attached form and supporting documentation/evidence of accomplishment to the Faculty Excellence Awards Committee in care of the **Office of the Provost, on or before Friday, April 4, 2008, at 4:30 p.m.**

Faculty may apply for this award or may be nominated.

Members of the university community who wish to nominate a tenured/tenure-track faculty member for one of these Awards are requested to submit the attached form and any testamentary statement, **and inform the individual you are nominating, by the same deadline.** The Provost’s office will then contact the nominee to confirm the nomination and to request documentation/evidence in support of the nomination.* Such documentation/evidence shall be submitted to the **Office of the Provost on or before Monday, April 14, 2008 at 4:30 p.m.**

Prior nominees and/or award recipients are eligible for the award. Members of the Committee are not eligible for the award.

Number and Amount of Awards

There are twenty-two (22) awards designated for Teaching/Resource Professionals. The specific number of nominations, self or otherwise, to be recommended to the President by the Committee will depend on the quality of the accomplishments of the nominees. After reviewing the Committee’s recommendations, the President shall select the recipients of the Awards. The maximum award to any particular individual is limited to \$1,500.00, which will be added to the Teaching Professional’s or Resource Professional’s base at the beginning of the following year.

***Self-nominees will not be contacted.**

These awards are made in recognition of outstanding achievement in:

- A. Teaching/Performance of Primary Duties--including, but not limited to, innovations and exceptional accomplishments in teaching, development of programs and course materials, and procurement of outside funding for their implementation.
- B. Research/Creative Activities--including, but not limited to significant research publications, contributions, or other creative work related to the nominee's area of expertise, and award of major grants to support future research.
- C. Service--including, but not limited to, exceptional contributions to the University or the nominees' professional field.

The nominator (self or other) must provide a one-page typed narrative, **attached to the nomination form**, in support of the nomination, specifically relating it to one of these criteria.

The nominee must submit supporting materials documenting the claimed accomplishments. The list of accomplishments should be limited to four pages. Supporting documentation, including **complete** copies of published materials, (off-prints acceptable), manuscripts of papers, presentations, programs, exhibit catalogs, and the like, should be submitted where applicable. This evidence should be further restricted to the period(s) covered by these Awards. In the case of materials accepted for publication, **acceptance** during the award period must be documented. Materials used as documentation for Faculty Excellence Awards granted previously may not be used a second time as documentation for any future Faculty Excellence Awards. For example, a publication may not be used as documentation for a second Faculty Excellence Award if a letter of acceptance for this publication was used as testamentary material for a Faculty Excellence Award granted in a previous year. Supporting materials other than testamentary materials will be returned to the nominees after the announcement of the Awards. *(For suggestions on how to prepare the materials you wish to submit for consideration for an excellence award, please consult "Excellence Awards: Suggestions for Material Preparation" in the "Faculty Resources" section of the Academic Affairs web page.)*

Each committee member will review all nominations independently, categorizing each as "Highly Recommended," "Recommended," "Neutral," or "Not Recommended." The Committee will then meet to develop a consensus categorization. All nominations, thus categorized, will then be forwarded by Wednesday, April 30, 2008 to the President.

APPLICATION/NOMINATION FORM

FACULTY EXCELLENCE AWARDS

Nominations and all supporting evidence must be based on accomplishments in the academic year 2006-2007 (between July 1, 2006 and August 31, 2007)

APPLICANT/NOMINEE _____

DEPARTMENT _____

NOMINATOR _____

CATEGORY OF OUTSTANDING ACHIEVEMENT (please indicate below and apply or nominate in one category only)

- A. TEACHING/PRIMARY DUTIES**
- B. RESEARCH/CREATIVE ACTIVITIES**
- C. SERVICE**

SUPPORTING EVIDENCE SUBMITTED

- 1. Nominator's narrative statement—attached and limited to one page**
- 2. List of accomplishments to support nomination, limited to four pages**
- 3. Supporting documentation**

Please submit nominations by April 4, 2008 to

**Faculty Excellence Awards Committee 2006-2007
c/o Office of the Provost**

All documentation/evidence for self-nominees must be submitted to the Office of the Provost by April 4, 2008 at 4:30 p.m.

All documentation/evidence for other nominees must be submitted to the Office of the Provost by April 14, 2008.