

**M E M O R A N D U M**

To: College Deans, Associate Deans for Academic Affairs and Academic Department Heads

From: Katharine Stewart, Vice Provost for Faculty Affairs

Subject: Details of the 2019-20 University Faculty Scholars Program

Date: August 19, 2019

I have included information below concerning the nomination submission process and the selection of the Administrative Advisory Committee for the 2019-20 University Faculty Scholars Program.

Please share this information with anyone else who will be involved in your college nomination or submission process.

**University Faculty Scholars Eligibility**

The following tenured/tenure track faculty members are eligible:

- Assistant professors who have been re-appointed to a second term
- All associate professors
- Full professors within the first three years of appointment at that rank

**University Faculty Scholars Nominations**

- Faculty members who have been previously nominated but who have not been selected as University Faculty Scholars may be re-nominated as long as they remain eligible
- Self-nominations are not encouraged

**Required Submission Materials**

- Current CV, current SME or SFR and summary of current teaching evaluations (maximum 25 pages)
- Faculty with significant extension responsibilities should submit an impact statement that describes how their service philosophy and activities impact the extension community (maximum 1 page)
- Letter of nomination from a colleague other than the department head addressing the nominee's qualifications, current impact and potential contributions (maximum 2 pages)
- Letter of support from the nominee's department head (maximum 2 pages)
- Letter from the dean supporting the nomination at the university level and addressing the nominee's contributions/impact/value to the department/college/university (maximum 2 pages)

Additional letters or materials submitted beyond those listed above will not be considered by the Administrative Advisory Committee.

In previous years, the Administrative Advisory Committee for the University Faculty Scholars Program has made the following suggestions for letters of nomination and support:

- Letters should not merely summarize information on the CV and SME or SFR but should emphasize the *impact* and *value* of the nominee's work from the perspective of the letter's author.
- Letters should address accomplishments in the areas of faculty responsibility that are the foci of the nominee's work. The areas of faculty responsibility include teaching and mentoring, discovery of knowledge, creative artistry and literature, technological and managerial innovation, extension and engagement, and service.
- Letters of support should not only address the nominee's qualifications but should also provide sufficient information that will help the Provost's Administrative Advisory Committee evaluate the nominee's leadership potential in the context of her or his appointment across the realms of responsibility.

### **Scoring Criteria**

Review and scoring will be based on the impact and value of the nominee's achievements and their leadership potential in the relevant realms of faculty responsibility as defined in the NC State Policies, Regulations and Rules, **REG 05.20.27 – Statements of Faculty Responsibilities** (<https://policies.ncsu.edu/regulation/reg-05-20-27>).

### **Summary of Review Process**

Before they begin their review of nominations, the Administrative Advisory Council (AAC) will meet to select a chair and discuss the review process and the criteria on which nominations will be scored, including observations from previous rounds of review and recommendations resulting from those observations. When nominations have closed, the AAC will review and score the nominations. The committee will then send their recommendations and the nominations (with scores) to the provost. The dean of each college will be invited by the provost to identify no more than one nominee from the college that the dean wishes to designate for special consideration. Reasons for such designation may include a faculty member's having been nominated for the program in multiple previous years, being at high risk for retention challenges, or having exceptional accomplishments the dean feels should be highlighted. The provost will consider the deans' designations as supplemental information to the AAC's scores and feedback. No dean will be obligated to designate a nominee for special consideration, and such designation will not assure a faculty member's selection for the University Faculty Scholars Program. The AAC will not be given access to this supplemental information. The provost in consultation with the chancellor will make the final selection of the 2019-20 Scholars.

### **University Faculty Scholars Nomination Procedure**

#### **Timeline**

- Late October 2019: Organizational meeting of the Administrative Advisory Committee during which they receive their charge by the provost, elect a chair, discuss program updates, and review and scoring procedures.
- October 25, 2019: Nomination submission deadline.
- October 30 through December 11, 2019: Nominations reviewed by Administrative Advisory Committee including committee meetings.
- December 11-13, 2019: Recommendations for award recipients due to the provost from the Administrative Advisory Committee.
- January 2020: 2019-20 University Faculty Scholars announcement

- July 1, 2020: Funds available in the form of an increase to base salary for 2019-20 University Faculty Scholars.

### **Submission Process**

Please submit all nomination documents within two (2) PDF files

- PDF File 1 should contain the current CV, current SME or SFR summary of current teaching evaluations, (25 pages maximum) and, if applicable, the impact statement from faculty with significant extension responsibilities that describes how their service philosophy and activities impact the extension community
- PDF File 2 should contain all support letters (one page per letter)
- Submit both PDF files as email attachments or upload to Google Drive
- Email subject line: UFS 2019 NOMINATION, college acronym, nominee last name (Example: UFS 2019 NOMINATION, CALS, Jones).

Submit materials to Jonathan Holloway, program coordinator, at [jphollow@ncsu.edu](mailto:jphollow@ncsu.edu). Please contact Mr. Holloway if you have any questions or concerns regarding submissions.

### **Administrative Advisory Committee (AAC) Nominations**

The Administrative Advisory Committee comprises tenured faculty recommended by each dean and meets to review and score the faculty nominations. If your college committee representative's term of service (3 years) has expired, I will ask you to nominate at least two tenured faculty members for the seat so that the Provost can select a diverse and representative committee. If your current college committee representative is unable to serve, I will ask you to appoint an interim representative for this year. You will be receiving this request to nominate two tenured faculty for the committee very soon. The provost will limit the number of associate deans or other academic administrators to no more than 25 percent of the committee in order to ensure broad faculty participation. The committee roster will be posted on the program website in September 2019.

Submit the name(s) of your AAC nominee(s) to Jonathan Holloway, program coordinator, at [jphollow@ncsu.edu](mailto:jphollow@ncsu.edu). **Deadline for Administrative Advisory Committee nominations is Friday, September 6, 2019.**

cc: Warwick A. Arden, Executive Vice Chancellor and Provost  
Deans' Executive Assistants  
Jonathan Holloway, Program Coordinator