

**MEMORANDUM**

**TO:** College Deans, Associate Deans for Academic Affairs and Academic Department Heads

**FROM:** Katharine E. Stewart, Senior Vice Provost for Faculty and Academic Affairs

**SUBJECT:** Details of the 2021-22 University Faculty Scholars Program

**DATE:** August 31, 2021

I have included information below concerning the nomination submission process and the selection of the Administrative Advisory Committee for the 2021-22 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 SFR (including percentages) and summary of current teaching evaluations (maximum 25 total 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 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 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 Committee (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. When nominations are closed, the AAC will review and rank the nominations. The committee chair will then submit the committee's nominee recommendations and the full range of all scores to the Provost. The Provost in consultation with the Chancellor will make the final decision regarding award recipients.

## Statement of Special Consideration

The Provost will invite the dean of each college to identify no more than one nominee from her/his college to be designated 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.

## University Faculty Scholars Nomination Procedure

This year's nomination timeline is scheduled to align with our return to the traditional fall 2021 and spring 2022 academic calendars.

## Timeline

- October 12, 2021: Nomination submission deadline. Nominations should be submitted to Judy Austin, awards coordinator at [jcaustin@ncsu.edu](mailto:jcaustin@ncsu.edu) by email attachment or uploaded to Google Drive
- Mid-October 2021: Organizational meeting of the Administrative Advisory Committee to include the provost's charge, determination of a chair, and discussion of review procedures
- October 15 through November 16, 2021: Review period for the Administrative Advisory Committee
- Mid-to-late November 2021: Administrative Advisory Committee Zoom Meetings #1 (90 minutes) and #2 (60 minutes-contingency basis)
- Early December 2021: AAC chair submits recommendations and all scoring data to the Provost
- January 2022: 2021-22 University Faculty Scholars announcement
- July 1, 2022: Funds available in the form of an increase to base salary for 2020-21 University Faculty Scholars.

## Submission Process

Submit all nomination documents within two (2) PDF files

- PDF File 1 should contain the current CV, current SFR summary including percentages, current teaching evaluations, (25 pages maximum). If applicable, an impact statement from faculty with significant extension responsibilities that describes how their service philosophy and activities impact the extension community. (maximum one page)
- PDF File 2 should contain all support letters (maximum two pages per letter)
- Submit both PDF files as email attachments or upload to Google Drive to Judy Austin at: [jcaustin@ncsu.edu](mailto:jcaustin@ncsu.edu)
- Email subject line: UFS 2020 NOMINATION, college acronym, nominee last name (Example: UFS 2020-21, NOMINATION, CALS, Jones).

Please contact Ms. Austin if you have any questions or concerns regarding submissions.

## Nomination Process for the Administrative Advisory Committee (AAC)

The Administrative Advisory Committee comprises one representative from each of the 10 degree-granting colleges. The committee is charged with reviewing, ranking, and recommending approximately 20 award nominees to the Provost. If a college committee representative's term of service (3 years) has expired, the dean of that college will be asked to nominate at two tenured faculty members

for the seat. The provost will select one of the two nominees. If a current college committee representative is unable to serve during this cycle, the dean of that college will be asked to appoint an interim representative for this cycle. The deans of the 10 degree-granting colleges will be receiving this request to nominate two tenured faculty for the committee very soon. The Provost will limit the number of 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 late-September 2021.

Deans are asked to submit the names of their AAC nominees to Judy Austin, program coordinator at: [jcaustin@ncsu.edu](mailto:jcaustin@ncsu.edu). **Deadline for AAC nominations is Friday, September 17, 2021**

**Additional UFS information is located at:**

**<https://provost.ncsu.edu/strategic-initiatives/university-faculty-scholars/university-faculty-scholars-selection-process/>**

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