


MEMORANDUM

TO: Deans
Associate Deans for Academic Affairs
Academic Department Heads

FROM: Warwick A. Arden 
Executive Vice Chancellor and Provost

SUBJECT: 2024-25 University Awards Nomination Process

DATE: August 29, 2024

Faculty excellence is at the core of our university's mission. For many years, NC State has honored faculty through a variety of awards and recognitions. I am requesting your leadership to initiate and guide the process of nominating faculty to be honored for the 2024-25 academic year. Specific timelines, criteria, forms, selection processes and recognition for awards managed by the Office for Faculty Excellence are available via go.ncsu.edu/internal-faculty-awards. **Please review the website each year for any updates to requirements and procedures.**

Deans should establish one or more faculty award nomination committees charged to solicit and accept nominations, assure preparation of nomination materials and submit materials for the appropriate teaching or faculty award by the stated deadlines.

Schedule of Nomination Submission Due Dates

- O. Max Gardner Award - **Wednesday, September 25, 2024**
- Board of Governors Award for Excellence in Teaching - **Wednesday, October 9, 2024**
- Alexander Quarles Holladay Medal for Excellence - **Wednesday, November 6, 2024**
- Outstanding Teacher Award - **Wednesday, November 27, 2024**
(See chart below for college nomination caps for the Outstanding Teacher Award)
- Alumni Distinguished Undergraduate Professor Award - **Wednesday, December 4, 2024**
- Gertrude Cox Award for Innovative Excellence in Teaching and Learning with Technology - **Wednesday, January 15, 2025**

Please note that the *Provost's Award for Excellence in Teaching* is currently being revised. Updated details, including criteria, eligibility, and nomination guidelines, will be available soon.

Submission Procedures

- Nominee package materials should be submitted using the link provided on each award's web page.
- Each component of the nomination package must be saved as a separate PDF file, following the naming protocol detailed in the submission worksheet on each award's web page.
- Submit all PDF files for the nomination package simultaneously via the provided link.

Please note that the names of award nominees and recipients are **confidential** until officially announced to the campus by the Provost’s Office. Activities of the selection committees are also confidential.

The associate dean for academic affairs in each college will be the contact for this process unless otherwise indicated. Sherry Bailey is your contact for any questions or concerns. You may reach her at 919-513-6285 or sbbailey@ncsu.edu.

We look forward to working with you this year to recognize NC State’s outstanding faculty.

cc: Kim Grainger, Senior Vice Provost for Faculty Excellence
Laura Nelson, Associate Vice Provost for Academic Personnel and Policy
Jackie Bruce, Chair, Evaluation of Teaching Committee
Herle McGowan, Chair of the Faculty
Reshunda Mahone, Associate Vice Chancellor for Alumni Engagement and Annual Giving
Summia Rahman, President, Graduate Student Association
Allison Markert, President, Student Body
Charles Hall, Chair, Staff Senate
Deans’ Executive Assistants
Sherry Bailey, Internal Faculty Awards Coordinator and Faculty Affairs Support Specialist

Outstanding Teacher Award 2024-25 College Nomination Caps

College	Nominations
College of Agriculture and Life Sciences	2
College of Design	1
College of Education	1
College of Engineering	3
College of Humanities and Social Sciences	2
Poole College of Management	2
College of Natural Resources	1
College of Sciences	2
Wilson College of Textiles	1
College of Veterinary Medicine	1
University College (DASA)	1