

**MEMORANDUM**

**TO:** Deans and Academic Department Heads

**FROM:** Warwick A. Arden, Executive Vice Chancellor and Provost

**SUBJECT:** 2016-17 University Faculty Scholars Program

**DATE:** June 17, 2016



The University Faculty Scholars Program, established in 2012 by Chancellor Woodson to recognize and reward emerging academic leaders among our faculty, identifies approximately twenty (20) tenured or tenure-track faculty scholars each year. Faculty members selected as University Faculty Scholars will carry the title for a five-year-period and receive a \$10,000 annual supplement that may be used for supplemental pay or programmatic support.

Nominations are limited to assistant professors who have been reappointed for a second term, all associate professors, and professors within the first three years of appointment at that rank. Faculty members who were nominated but not named University Faculty Scholars in previous years and are still eligible may be nominated by their college. However, no faculty member may receive the five-year award more than once.

For the 2016-17 awards, I will ask the deans for a total of thirty-nine (39) nominations, approximately 20 of whom will be named University Faculty Scholars. The number of nominations to be made by each college has been established based on the number of tenured and tenure-track faculty FTEs in that college (see attached table). No college will receive a pre-determined number of awards in any year. Each college has established its own nominating procedure, including input from senior faculty in that college, and I have asked each dean to post their college's procedure on their website. If there have been changes to your selection process, please be sure to let Marielle Pocan ([mpocan@ncsu.edu](mailto:mpocan@ncsu.edu)) know so that the revised procedures can be linked to the program website: [go.ncsu.edu/university-faculty-scholars](http://go.ncsu.edu/university-faculty-scholars)

Nominations from the colleges should include the following:

- Current CV and current SME (maximum 25 pages)
- Letter of nomination from a colleague other than the department head addressing the nominee's qualifications and potential (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 (maximum 2 pages)

The 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. The Administrative Advisory Committee for the UFS program comprises senior faculty recommended by each college dean. Membership on the committee will be announced and posted on the program website in August 2016. The committee will select a chair, determine a review process, evaluate the nominations,

and select from a ranked list the nominees they will recommend to the Provost to become University Faculty Scholars. The Provost in consultation with the Chancellor will make the final decision on recipients.

For the 2016-17 academic year, I have established the following timeline for the University Faculty Scholars Program:

1. Before September 21, 2016: Organizational meeting of the Administrative Advisory Committee, to include their charge by the Provost, election of a chair and discussion of review procedures.
2. September 21, 2016: Nominations from the colleges due to the Provost Office. Please submit nomination documents in 2 pdf files (one containing the current CV and SME, one containing all support letters) to Judy Austin at [jcaustin@ncsu.edu](mailto:jcaustin@ncsu.edu)
3. September 28 – October 28, 2016: Nominations reviewed by Administrative Advisory Committee including committee meetings.
4. November 1, 2016: Recommendations for recipients due to the Provost from the Administrative Advisory Committee
5. Mid-November 2016: 2016-17 University Faculty Scholars named
6. January 1, 2017: Funds available to University Faculty Scholars

You will receive more detailed instructions regarding submission of your college's nominees in July from Katharine Stewart, Vice Provost for Faculty Affairs.

Additional information on the University Faculty Scholars Program including links to college nominating procedures can be found at: [go.ncsu.edu/university-faculty-scholars](http://go.ncsu.edu/university-faculty-scholars)

Attachment

cc: W. Randolph Woodson, Chancellor  
Katharine Stewart, Vice Provost for Faculty Affairs