

**MEMORANDUM**

**TO:** Deans and Academic Department Heads

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

**SUBJECT:** 2017-2018 University Faculty Scholars Program

**DATE:** September 26, 2017



The University Faculty Scholars Program was established in 2012 by Chancellor Woodson to recognize and reward emerging academic leaders among our tenured and tenure-track faculty members. I am pleased to announce that the program will continue for the academic year 2017-2018. However, there will be a change in the financial structure of the award. Instead of receiving a \$10,000.00 annual supplement for five years, this year's Faculty Scholars will receive a permanent five percent increase to their base salary. Those selected as University Faculty Scholars will carry the title for the duration of their faculty appointment at NC State.

The nomination process for the program will remain the same. 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 meet eligibility may be renominated by their college. However, no faculty member may receive the award more than once.

This year, approximately twenty (20) faculty will be selected as University Faculty Scholars. The maximum number of nominations that each college may submit is listed on the chart provided. The number of nominations is based on the number of tenured and tenure-track faculty FTEs in that college. 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 contact Marielle Poca (mpoca@ncsu.edu) who will make sure that the revised procedures are 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, current SME, and a summary statement 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 (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)

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. The committee roster will be posted on the program website in late September or early October 2017. The committee will select a chair, determine a review process, review and 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 2017-18 academic year, I have established the following timeline for the University Faculty Scholars Program:

1. November 2017: Organizational meeting of the Administrative Advisory Committee during which they receive their charge by the Provost, elect a chair and discuss program updates and review procedures.
2. December 1, 2017: Nomination deadline. Please submit all nomination documents within two (2) PDF files.
3. PDF File 1 should contain the current CV, current SME, summary of current teaching evaluations, and, if applicable, the impact statement from faculty with significant extension responsibilities that describes how their service philosophy and activities impact the extension community
4. PDF File 2 should contain all support letters
5. Submit both PDF files as email attachments or upload to Google Drive
6. Subject line: UFS 2017 NOMINATION, college acronym, nominee last name.
7. For example: UFS 2017 NOMINATION, CALS, Jones
8. Submit to: Judy Austin, UFS Program Coordinator at [jcaustin@ncsu.edu](mailto:jcaustin@ncsu.edu)
9. December 11, 2017 – January 31, 2018: Nominations reviewed by Administrative Advisory Committee including committee meetings.
10. February 6, 2018: Recommendations for recipients due to the Provost from the Administrative Advisory Committee
11. February 15-16, 2018: Board of Trustees review and confirm University Faculty Scholar nominations.
12. Late February 2018: 2017-18 University Faculty Scholars announcement
13. July 1, 2018: Funds available to 2017-18 University Faculty Scholars

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

Additional information about 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