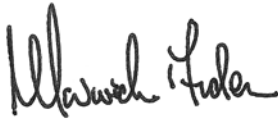


**MEMORANDUM**

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

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

**SUBJECT:** 2018-19 University Faculty Scholars Program

**DATE:** August 8, 2018

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. I am pleased to announce that the program is continuing for the 2018-19 academic year. We will identify approximately twenty (20) tenured or tenure-track faculty scholars who will receive a permanent five percent increase to their base salary and will carry the title University Faculty Scholar for the duration of their faculty appointment at NC State.

The nomination process remains the same. Nominations are limited to assistant professors who have been re-appointed 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 still meet eligibility requirements may be re-nominated by their college. No faculty member may receive the award more than once.

The maximum number of nominations that each college may submit is listed on the chart attached to this memo. The number of nominations is based on the number of tenured and tenure-track faculty FTEs in that college. No college will receive a predetermined 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 inform Marielle Pohan, assistant for communications in the Office of the Executive Vice Chancellor and Provost ([mpohan@ncsu.edu](mailto:mpohan@ncsu.edu)), so that she can link the revised procedures to the University Faculty Scholars Program website.

Nominations from the colleges should include the following:

- Current CV, current SME or SFR, and a summary statement of current teaching evaluations (maximum 25 pages)
- For faculty with significant extension responsibilities: 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 September 2018. 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 2018-19 academic year, I have established the following timeline for the University Faculty Scholars Program:

1. October 26, 2018: Nomination deadline; 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, 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.
  - Submit both PDF files as email attachments or upload to Google Drive.
    - Subject line: UFS 2018 NOMINATION, college acronym, nominee last name (for example: UFS 2018 NOMINATION, CALS, Jones)
    - Submit to: Judy Austin, UFS Program coordinator, at [jcaustin@ncsu.edu](mailto:jcaustin@ncsu.edu)
2. November 2018: Organizational meeting of the Administrative Advisory Committee during which they will receive their charge from the provost, elect a chair and discuss program updates and review procedures
3. October 30 – December 5, 2018: Nominations reviewed by Administrative Advisory Committee (includes committee meetings)
4. December 10-12, 2018: Recommendations for recipients due to the provost from the Administrative Advisory Committee
5. January 2019: University Faculty Scholars announced
6. February 21-22, 2019: University Faculty Scholars 2018 recipients announced to Board of Trustees
7. July 1, 2019: Funds available to 2018-19 University Faculty Scholars

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

Additional information on the University Faculty Scholars Program including links to college nominating procedures can be found at: <https://provost.ncsu.edu/strategic-initiatives/university-faculty-scholars/>.

Attachment

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