

College of Education University Faculty Scholars

The practice in the College of Education for selecting University Faculty Scholar nominees is a three-phase process: First, nominations are solicited; second, received nominations are reviewed by a college committee; third, recommendations are forwarded to the Dean who forwards the selected nominee(s) to the Provost. These three phases are described in somewhat greater detail below.

Phase I, Nomination: At each opportunity, nominations for the University Scholars Program are solicited from the faculty and administration in the College of Education. Eligible for nomination are

- assistant professors who have been reappointed to a second term,
- all associate professors, and
- professors in the first three years of appointment at that rank.¹

A nomination packet includes these documents:

- current CV or dossier (sections I-VI),²
- letter of nomination addressing the person's qualifications, impacts and potential,³
- letter from the department head supporting the nomination (a separate nomination letter is encouraged), and
- letter from the dean addressing the nominee's contributions/impact/value to the department/college/university.⁴

The call for nominations will be issued a minimum of 4 weeks prior to the deadline to submit these materials.

¹ The eligibility criteria apply to the first year of the appointment as University Faculty Scholar, the year **after** the nomination process itself.

² It is suggested that the dossier format may better emphasize achievements in teaching and extension/engagement than does the CV.

³ Self-nominations are not accepted.

⁴ Head/dean's letters should not repeat the CV or dossier but should address the nominee's contributions/impact/value to the department/college/university; limit length of letters to 2 pages; no additional letters of support beyond the three required letters.

Phase II, Review: Nomination packets received by the announced deadline are forwarded to the college University Faculty Scholar Review Committee. This committee consists of three senior faculty members not eligible for the award, appointed by the Dean from three different academic departments, and a college administrator as chair. Criteria to be considered by the Review Committee include leadership, vision, and significant achievement appropriate to rank in scholarship, teaching and/or service (examples in categories below are not exhaustive):

- **Scholarship:** Productivity in research, creative activity, external funding, publications and presentations which are relevant to the discipline and recognized locally, nationally and internationally.
- **Teaching:** Excellence in teaching, course and program improvement, advising, undergraduate and graduate student mentoring, and participation in other activities that enhance the development of students; recognition for teaching at university or national level.
- **Service:** Leadership in extension, public service, and contributions to professional societies; assistance and advice to industry, business, government and other educational institutions; campus service which has an impact on the institution

Following review and deliberation, the committee forwards to the Dean the name of each individual recommended for appointment as University Faculty Scholar. The nomination packets of the recommended individual(s) and a statement from the committee featuring strengths of the nominee(s) will also be provided to the Dean.

Phase III, Recommendation to the Provost: The Dean, after review of the nomination packets and the statement of strengths that have been forwarded, and following discussion with the selection committee if desired, will submit to the Provost the materials that are required for university-level consideration of the selected college nominee(s).