

College of Design University Faculty Scholars Nomination Process

Background. The [University Faculty Scholars Program](#) will identify up to twenty (20) tenured or tenure-track faculty each year. Faculty members selected as University Faculty Scholars will carry the title for the duration of their faculty appointment at NC State and will receive a 5% permanent increase to their base salary.

Eligibility. 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 are still eligible may be nominated by their college. However, no faculty member may receive the award more than once. Based on the number of active faculty at each rank, the College of Design has been and is expected to be eligible to nominate 2 faculty.

College nominations. The nominees from the College of Design are anticipated to be due to the provost mid-Fall semester (10/26/18).

Nomination Process

1. **The University Faculty Scholars (UFS) program and College nomination process** will be **announced** to the College of Design faculty. Faculty members interested in being candidates for the UFS program will be encouraged to express their interest to their department head.
2. **Associate Dean will ask Department Heads** to identify two candidates to be considered for review for the University Faculty Scholars Program. Department heads are encouraged to confirm with nominees their willingness to prepare their application (in a timely fashion) before nominating a faculty member. Heads may use whatever procedures they consider most suitable to select these candidates. Heads should email the candidates' names (as well as motivation their for selecting the faculty member addressing why this individual is suitable to be recognized as a University Faculty Scholar) to the College's Scholarship Research Extension and Engagement (SREE) committee chair and the Associate Dean by noon on the last Tuesday in August (**by noon 8/28/18**).
3. Note: If the SREE is comprised of primarily junior faculty members (e.g. not having at least one full professor or at least one distinguished faculty member such as a University Faculty Scholar or member of the Research Leadership Academy), two senior/distinguished faculty members will be asked by the Associate Dean to join with the SREE in the selection nomination process.

4. The Associate Dean will review the list of nominees with the Dean. The Dean may choose to add up to two additional nominees to the pool of candidates in time for timely notification of the candidates.
5. **Candidates will be notified** by the SREE chair by the last Friday in August (**EOD 8/31/2018**).
6. The SREE chair will update the Associate Dean of process/committee progress via email.
7. Candidates will prepare their application packages. The application package will consist of the materials called for in the Provost's annual memo that establishes the process for nominations. **Candidates' materials are due** to the SREE committee chair by the last Friday in September (**by noon 9/28/18**).
8. The SREE committee chair will place the candidates' materials on an online platform (such as a team google drive) providing committee members with access and notify team members that the candidates. Materials are ready for review.
9. The SREE committee¹ will review the 8-10 candidates' materials. SREE committee members will provide written ranking for each candidate; the committee will meet to discuss their ranked assessments of the candidates. The review meeting can be attended in-person or remotely to accommodate committee members' schedules. The **committee will recommend** those candidates (not to exceed 3) who present the strongest case for being named University Faculty Scholars to the Dean by the third Friday in October (**by noon 10/19/18**).
10. **The Dean** will review the candidates recommended by the SREE, and will forward those (the pair) he **approves to the University Advisory Committee**, the Associate Dean, and the SREE chair by the last Friday in October (**10/26/2018**). Additionally the University Faculty Scholar candidates and department heads will be notified by the SREE chair of the individuals put forward by the Dean as the College of Design nominees.

¹ Including senior/distinguished faculty members as necessary