Guidelines for Faculty Senate Award Nomination Packets

The Faculty Recognition and Awards Committee created these guidelines to aid in the organization of nomination packets. It is not mandatory that one follow the guidelines, but we have found that the ability to compare nominees is enhanced if the information in each packet is presented in a similar manner. We hope that this will make the nomination and selection process a little easier.

Nomination form.

- Since each award has a unique nomination form, please ensure that the correct form is completed and submitted.
- The nomination form is most effective when the information provided is very specific about the candidate's qualifications and demonstrates how each criterion is satisfied.
- Please note that the criteria differ depending on the award. It is important to ensure that the candidate meets each of the criteria for the award for which he/she is nominated.
- The nomination form has replaced a letter of nomination; a letter of nomination from the nominator will not be accepted.
- Since it is not possible to save work in progress, it is recommended that responses be drafted outside of the form and cut and pasted into the form when all responses are finalized.
- The original copy of the nomination form must be submitted to the Faculty Senate Office upon submission of the electronic copy; paper clip the original only – do not staple nor place it in a folder or binder.

Supporting letters.

- It may be helpful to forward a copy of the criteria to those writing supporting letters and remind them that the supporting letters should address each criterion as specifically as possible. Of course, those writing letters may not be familiar with the candidate's qualifications in every area and should address only those criteria with which he or she has direct knowledge.
- A good rule of thumb is to discuss only criteria for which specific examples illustrating the candidate's qualifications can be provided. Letters asserting that the candidate is qualified without supporting evidence are not useful.
- The committee has observed that the supporting letters that stand out are those that celebrate the human spirit and demonstrate care for others (particularly students) that goes well beyond the ordinary.
- Signatures on the letters and supporting documents must be included, but may be electronic.
- The letters of support each shall not exceed three single-sided pages using at least 12 font and 1" margins.
- Because the nominator completes the nomination form, the nominator is not eligible to submit a letter of support.
- *Please ensure that the appropriate type of supporting letters are submitted.* Each nomination form will indicate the number and type of letters.

Curriculum vitae.

- The committee is better able to assess a candidate's scholarly contributions when the curriculum vitae clearly indicates which publications are peer-reviewed.
- In addition, it is easier to glean the relevant information <u>when the vitae is in outline rather than narrative form</u> and lists publications in reverse chronological order (i.e., most recent publications first).
- The nominee or nominator might also indicate which publications he or she considers to be the most significant, though this is certainly not a requirement.

Teaching effectiveness.

- For awards that require evidence of effective teaching, a summary of teaching evaluations is helpful (and in some cases, is required - check the criteria for each award). Information that has been found to be especially useful in reviewing packets includes: overall scores from course evaluations for all classes taught during the last 4-5 years; whether each class taught meets a baccalaureate core requirement; whether each is required for the major or is an elective; class enrollments (note: these are used for comparison purposes only, as we recognize that average class sizes vary significantly across disciplines); the percentage of enrolled students completing course evaluations; the average GPA in each class; and how nominee's evaluations compare with the departmental average.
- We recognize that it is not easy to compile such complete information, so we do not expect every packet to include all of these items.
- Of course, other information that you feel is especially indicative of the candidate's teaching effectiveness is welcome.

Other suggestions.

- If not required, a copy of the nominee's job description, if one is available, would allow the committee to formulate realistic expectations and compare candidates with differing responsibilities. Our goal is to identify faculty members who routinely perform beyond the call of duty, so it helps to know exactly the duties of each candidate.
- There are a few departments that have had an exceptional number of successful nominees. In addition to following most of the suggestions above, many of these departments have a formal nominating committee that reviews the packets to make sure that all required materials are included and presented in an organized manner. This can help reduce the burden of compiling a nomination packet by spreading the responsibility among several people.

Please note: The nomination packet for the successful recipient becomes University property and will not be returned to the nominator.

We hope you find these suggestions useful and wish your nominees the best of luck! If you have questions or need further assistance, please contact the Faculty Senate Office, 541-737-4344 or<u>vickie.nunnemaker@oregonstate.edu</u>.