

## Office of the Provost

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# interoffice MEMORANDUM

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Date: August 30, 2004

To: UMBC Campus Community

From: Arthur T. Johnson, Provost 

Re: Nominations for the Board of Regents' Faculty Awards

Since 1998, the Board of Regents has presented Regents' Faculty Awards to recognize distinguished performance by faculty members. These \$1,000 awards represent the highest honor bestowed by the Regents upon exemplars of faculty achievement. Recently, the USM announced the names of eleven recipients of the 2004-05 Regents' Faculty Awards. You will recall that Dr. Thomas Cronin, Professor of Biological Sciences, was honored as an awardee in the research category, and Dr. Nancy Miller, Associate Professor of Public Policy, was honored as an awardee in the mentoring category.

The Honors and Awards Committee of the Faculty Senate will prepare nominations of UMBC faculty for the Board of Regents' Faculty Awards. Awards will be bestowed in spring 2005 in the categories of teaching, scholarship/research/creative activity, public service, and mentoring. One award in each category is given for Inter-USM-campus collaboration. We hope to submit names in each category.

A letter of nomination and a current curriculum vitae should be sent to the Honors and Awards Committee, c/o Marilyn E. Demorest, Office of the Provost, no later than **Monday, September 20**. Nominations from the past three years may be reactivated by contacting Dr. Demorest ([demorest@umbc.edu](mailto:demorest@umbc.edu); x53150), preferably by September 13, but no later than **September 20, 2004**.

Additional information concerning the Regents' Faculty Awards can be found at <http://www.usmd.edu/Leadership/USMOffice/AcademicAffairs/regfac.html>. The Committee will work with each selected nominee to prepare the full nomination portfolio for submission to the Regents' Faculty Awards Committee.

**Eligibility:** The nominee must meet all of the following criteria:

- The faculty member must be currently employed by a USM institution that is located in the U.S.
- An individual must have been a USM faculty member for at least five years.
- The faculty member must have been employed by a USM institution while making the outstanding contributions on which the nomination is based.
- The period of performance to be considered will be the three-year period ending on June 30 of the year in which the nomination is made. (This criterion has been particularly important in helping the Honors and Awards Committee select the final nominees from UMBC.)

**Criteria for Awards:** The nominee's accomplishments must be characterized by the following:

- The faculty member should have fulfilled ordinary obligations as indicated in the institution's workload policy and as agreed upon by the department/unit. Accomplishments for which he or she is nominated must clearly exceed ordinary expectations.
- Achievements should be continuous in an academic field. Peers and/or the broader public must recognize the outstanding nature of the contributions.

Paid consultancies are excluded from award consideration.

**Descriptions of Achievement in Award Categories:**

*Teaching Excellence:* The nominee shall have demonstrated accomplishments in areas such as course development and pedagogy, faculty development, mentorship of faculty, direction of student research projects, and leadership in teaching improvement. The award recipient shall have succeeded in promoting measurable increases in student learning.

*Research/Scholarship/Creative Activity Excellence:* The nominee shall have shown evidence of exceptional scholarship, research, or creative accomplishments that extend or deepen the bounds of knowledge.

*Excellence in Public Service:* The nominee shall have contributed to the community through involvement in initiatives such as K-12 programs, clinical practice, and public policy. Supporting evidence should document the value of the public service. Service to professional organizations and USM institutions is excluded.

*Excellence in Mentoring:* The nominee shall have demonstrated excellence in the mentoring of students. This can be demonstrated in several ways such as student career development, measurable improvement in areas such as retention and graduation rates, and improvement of post-baccalaureate progression rates or major-field or related-field employment rates. Supporting evidence should document the value of the mentoring. Testimony of current students and graduates is encouraged. Direction of student research projects shall be considered under teaching rather than under mentoring.

*Excellence in Inter-USM-Campus Collaboration:* Faculty members from at least two USM institutions shall have initiated the project and shall have participated in all phases.

**Application:** A completed application will include the following:

- Nomination letter from the President or designee
- For collaboration awards, either President may prepare the nomination letter. The other President(s) must endorse the nomination.
- Two to four letters of recommendation. At least one letter from the department chair or Dean should be submitted.
- Current and relevant resume of nominee
- One-page essay from the nominee describing how he or she has contributed to excellence in the category of nomination
- Certification form documenting employment history and fulfillment of the institution's workload policy in the areas of teaching (classroom and non-classroom); scholarship/research/creative activity; and service
- Documentation of exemplary achievement. (For the teaching category, documentation must include persuasive evidence of peer evaluation of teaching and student learning. For research, scholarship, or creative activity and for public service, no more than three letters of recommendation from qualified individuals external to the nominee's institution should be submitted. For mentoring, no more than five letters from current and former students should be submitted.)
- Additional supporting materials not to exceed fifteen pages

Letters of recommendation may be from persons at the nominee's institution or at other institutions. Telephone numbers and addresses of recommenders should be included so that the Honors and Awards Committee or the RFAC may communicate with them when necessary. Letters of recommendation will be available to all committees to facilitate decision making and will not be considered confidential information.