FLORIDA ATLANTIC UNIVERSITY

Office of the Provost
Academic Affairs
777 Glades Road, AD 10-309
Boca Raton, Fl 33431
tel: 561.297.3062

MEMORANDUM

DATE: 11/16/2026

TO: College Deans

FROM: Ken Dawson-Scully, Provost and Executive Vice President for Academic Affairs

SUBJECT: Nominations for Faculty and Staff Awards 2027

Awards season is just around the corner! We invite you to help recognize faculty and staff who have made outstanding contributions to undergraduate teaching and advising, research, scholarship, and service over the past year.

Please submit your college's nominations for the following awards:

Excellence and Innovation in Undergraduate Teaching and Advising Awards

- Teaching Award: Two faculty nominees
- Advising Award: One faculty or staff nominee

Faculty Service Award

- One faculty nominee

Researcher of the Year Award

- One nominee per faculty rank

Scholar of the Year Award

- One nominee per faculty rank

Attached are the guidelines and criteria for each award. Please review them carefully and share them with those involved in your college's nomination process.

Main Submission Deadline

All nominations must be submitted to the Honors and Awards Committee or the Research Committee by February 6, 2027, using the appropriate submission form HERE.

The committees will review the nominations, select the award recipients, and forward the selected names to the Office of the Provost or the Office of the Vice President for Research, as appropriate.

Please ensure that all required materials are complete and submitted in the specified format by the deadline.

If you have any questions, please contact Taina Teran-Campbell in the Office of the Provost at tteran@fau.edu.

Additionally, please save the date for the 58th Annual Honors Convocation, scheduled for Wednesday, April 14, 2027, at 4:00 p.m.

Thank you for your continued support in recognizing the dedication and achievements of our outstanding faculty and staff. I appreciate your help in making sure their contributions are celebrated and recognized across the University.

CC: Evangelos Kaisar, Honors and Awards Committee Chair
Tina Penhollow, Research Committee Chair

I. Excellence and Innovation in Undergraduate Teaching and Advising Awards

It is time to begin the selection process for this year's Teaching and Advising awards. Please submit the names of three nominees: **two faculty nominees** for the Teaching Award and **one faculty or staff nominee** for the Advising Award.

The awards are to be presented as follows:

- Excellence and Innovation in Undergraduate Teaching: Four awards of $4,000 each
- Excellence and Innovation in Undergraduate Advising: Three awards of $2,000 each

Nomination Process & Internal Deadlines

- **January 22, 2027, 5:00 p.m.**
  Departments should forward Teaching and Advising Award nominations to their respective college screening committees for review. College screening committees should include student representation. Nominations should be submitted in PDF format.
- **February 5, 2027, 5:00 p.m.**
  College screening committees will select their nominees and submit the selected names, along with the complete electronic nomination materials, as a single PDF document HERE (FAU sign-in required).
- **February 19, 2027**
  The Honors and Awards Committee of the University Faculty Senate will review the college submissions, select the award recipients, and forward the names to the Provost.

Initial Nominations

Nominations should be submitted through the appropriate academic department to the college screening committee. Nominations may be made by students, faculty members, or others who are familiar with the nominee's contributions to teaching or advising. Faculty and staff members may also self-nominate for the awards.

Eligibility

1. **Teaching Award:** Eligible faculty members must have taught at least two undergraduate courses during the academic years 2023-2024, 2024-2025 and 2025-2026, and who have held positions as tenured or tenure-earning ranked faculty or full-time instructors at the institution during these years.

2. **Advising Award:** Eligible individuals must have student advising as their primary responsibility and have been employed by the institution in that capacity for at least the current and two preceding years (2023-2024, 2024-2025 and 2025-2026).
3. Previous recipients of these awards in the past three academic years (2023-2024, 2024-2025 and 2025-2026) are not eligible for an award in 2026.
4. Individuals currently serving on a College awards screening committee or the University Faculty Senate Honors and Awards Committee and who are nominated for an award will be excused from participating in the selection process.
5. Quality and presentation of the submissions will be strongly considered. The committee seeks clear documentation presented concisely.
6. Electronic portfolios may **ONLY** contain the specified items and **MUST** be in **PDF format**. Additional information or disorganization will result in exclusion from consideration.

Criteria for Selection

Candidates must demonstrate excellence in teaching or advising through impactful and effective practices. While excellence is subjective, several indicators will be considered, including: student, peer, and administrative evaluations; previous awards or honors recognizing excellence; evidence of innovation in teaching or advising, such as the development or use of new methods or techniques; and recent publications or presentations on teaching or advising, especially those highlighting innovative approaches. Many of these aspects are already detailed in the CV and need not be repeated in the portfolio.

Portfolios with additional items or exceeding page limits will not be reviewed. Nominations and applications should include the following documentation in a **single PDF document**:

1. Cover page (**attached to this memo**)
2. Table of Contents
3. **One page** summary chart or other creative endeavor to include a few lines per each item with the following titles (as appropriate) to concisely share the applicant's recent teaching attributes and accolades:
    a. Teaching History and Pedagogy
    b. SPOT evaluations - (university level comparison)
    c. SPOT evaluations - (dept and college level comparison)
    d. Books published related to Learning/Teaching
    e. Grants related to Innovations in Teaching
    f. Publications related to Innovations in Teaching
    g. Teaching related recognition/Awards

    h. Administrative (Dept. Chair) Evaluations
    i. Teaching Engagements (National/International)
    j. Service and K12 Education related activities
    k. Innovation in Teaching methods/tools
    l. Community engaged Learning
    m. Committees related to Teaching
4. Concise, **one-page letters describing the reasons for the nomination or application**.
    a. Maximum of 2 (total) from administrators, faculty, and/or peers
    b. Maximum of 2 from students
5. The candidate's **current curriculum vitae** (includes teaching honors and awards).
6. Annual college level **teaching evaluations for the past two years** (the latter must be limited to the teaching portion of the annual evaluation).
7. Overall SPOT evaluation results for the **past two years (also including the past fall)** with the course number and title of each course, the number of students enrolled, the grade distribution, and the department average. SPOT results must be tallied and be in a chart format—and include college averages. Qualitative comments should not be included.
8. A **brief explanation** of previous awards, honors, etc. received in recognition of excellence in teaching for the last 3 years in chart format.
9. Electronic copies of recent publications or presentations (**up to 3 years**) concerning teaching, particularly including new methods and/or techniques.
10. A statement of Teaching Philosophy.
11. Other relevant documentation **limited to 2 brief items**.

ADVISING:

1. Cover page (**attached to this memo**)
2. Table of Contents
3. **One page** summary chart or other creative endeavor to include a few lines per each item with the following titles (as appropriate) to concisely share the applicant's recent advising attributes and accolades:
    a. Advising History
    b. Books published related to Advising
    c. Grants related to Innovations in Advising
    d. Publications related to Innovations in Advising
    e. Advising related Recognition/Awards
    f. Administrative (Dept. Chair) Evaluations
    g. Advising Engagements (National/International)
    h. Service-related activities
    i. Innovation in Advising methods/tools

    j. Community engaged Advising
    k. Committees related to Students and/or Advising
4. Concise, **one-page letters describing the reasons for the nomination or application**.
    a. Maximum of 2 (total) from administrators, faculty, and/or peers
    b. Maximum of 2 from students
5. The candidate's **current curriculum vitae** (includes advising honors and awards).
6. Annual **advising employment evaluations for the past two years**.
7. A **brief explanation** of previous awards, honors, etc. received in recognition of excellence in advising for the last 3 years in chart format.
8. Electronic copies of recent publications or presentations (**up to 3 years**) concerning advising, particularly including new methods and/or techniques. (**Optional)**
9. A statement of Advising Philosophy.
10. Other relevant documentation **limited to 2 brief items**.

II. University Faculty Service Award

The University Faculty Service Award recognizes Florida Atlantic University faculty who demonstrate outstanding professional service and meaningful contributions to our local, regional, national, and international communities.

Each college may submit **one faculty nominee** for this award. The selected recipient will receive a $1,200 pre-tax award, generously funded by the University, which will be presented at the Annual Employee Service Awards Ceremony in April.

Nomination Process & Internal Deadlines

- **January 22, 2027, 5:00 p.m.**
  Initial nominations and supporting documentation must be submitted to the Dean of the nominee's college as a single PDF file.
- **February 5, 2027, 5:00 p.m**.
  Deans will submit one final nomination, with all nomination and supporting materials compiled into a single PDF, HERE (FAU sign-in required).
- **February 19, 2027**
  The University Faculty Senate Honors and Awards Committee will review the nominations, select the award recipient, and forward the name to the Office of the Provost.

Initial Nominations

Faculty members who meet the award criteria may self-nominate or be nominated by any member of the University community. Colleges and departments are encouraged to share this opportunity broadly and ensure that eligible faculty members are aware of the award and the nomination process.

Eligibility

1. Permanent faculty including instructors, research and library faculty, multi-year appointees, and those in tenured or tenure-earning lines who have been employed for one continuous year (including an academic year for faculty) are eligible to apply. **Visiting faculty are not eligible**.

2. Any individual who is a current member of a College awards screening committee or the University Faculty Senate Honors and Awards Committee and is nominated for an award shall be excused from participating in the selection of the recipients of these awards.

3. Quality and presentation will be strongly considered. The committee is looking for clear documentation of the items requested presented in a concise manner.

4. Electronic portfolios may ONLY contain the following items and MUST be presented in WORD or pdf documents. Note that additional information or disorganization will exclude the portfolio from consideration.

Criteria for Selection

The award will be based upon the achievements of the faculty for service to the regional, national, and/or international community. Service must be performed without compensation.

- Service must be substantiated by at least one letter, which may or may not be from the benefiting agency/entity. There is a maximum of two letters from each benefiting agency/entity as well as a maximum of two letters from peers, administrators, and/or students.
- Service should be related to the profession or discipline of the faculty member; however, extraordinary service in an unrelated area will be considered.
- Service may or may not be a component of a faculty member's normal assignment.

Please note that portfolios containing extra items beyond the list below or beyond page limits will not be reviewed. Documentation in support of each nomination and application should include the following in an *electronic format*:

Portfolio Content:

1. Cover page (attached to this memo)
2. Table of Contents
3. One page chart to concisely share the applicant's recent contributions to the community (past three years). Sample:

Place of Service	Role	Time Commitment/Release Time	Semester/Year
Ex. High School Honor Choral Festival	*Coordinator*	*Approximately 25-30 hours annually in planning and scheduling (does not include the actual event which takes place over two days for around 14 hours each day) *Fall 2016 added*	*Fall 2005 to present*

4. Concise, one-page letters describing the reasons for the nomination or application
    a. Maximum of 2 (total) from administrators, faculty, and/or peers
    b. Maximum of 2 from other agencies, groups, and/or persons
5. The candidate's current curriculum vitae
6. Other relevant documentation **limited to 2 brief items**.

IV. Scholar of the Year Awards

The Division of Research invites applications and nominations for the 2027 Scholar of the Year Awards, recognizing excellence in scholarly activities. Three awards of **$2,500 each** will be presented, one at each faculty rank:

- Assistant Professor
- Associate Professor
- Professor

Each college may submit **one nominee per faculty rank**.

Award funds may only be used for direct research costs, such as research supplies and travel to support a specific project.

Nomination Process & Internal Deadlines

- **January 22, 2027, 5:00 p.m.**
  Applications and self-nominations, following the guidelines provided, should be submitted to the appropriate college dean/director as a single PDF file.

- **February 5, 2027, 5:00 p.m.**
  Each dean/director, with input from a college committee as appropriate, will select one nominee per faculty rank and submit the complete nomination materials for each nominee as a **single PDF file** to the University Research Committee (URC) using the appropriate submission form HERE (FAU sign-in required).
- **February 19, 2027**
  The URC will review the nominations, select one recipient at each faculty rank, and forward the awardee names to the President and Vice President for Research.

Eligibility

1. All tenured and tenure-track faculty, including research faculty (with the exception of FAU Eminent Scholars and FAU distinguished professors) and all faculty librarians, are eligible if they have been on the FAU payroll for three years by the application date.
2. Previous winners who have retained the same rank must wait five years to become eligible again.

Evaluation Criteria

The evaluation is based on the quality and quantity of scholarly and creative activities conducted by the FAU faculty member over the past five years, with a minimum of three years' emphasis on work done at FAU, as evidenced by:

1. Nomination Letter;
2. Published books; refereed publications; articles; musical compositions; painting, sculpture; works of performing art; presentations at meetings of professional societies that have not resulted in publication, display or performance;
3. External sponsors, where appropriate;
4. Graduate student/Postdoc guidance, where appropriate;
5. Service to professional organizations;
6. Special awards or citations.

Nomination Guidelines

All materials must be scholarly work conducted within the last five years and should be submitted as a single PDF document. Nomination applications should be clearly organized according to the following categories:

1. Signed Nomination Letter from the Dean

2. Statement of qualifications for Scholar of the Year Award (**2 pages**, include name, rank, college, department, years at FAU)
3. Current curriculum vitae (**Maximum 5 pages**)
   In the section of the CV devoted to research, scholarly and creative activities, please categorize as follows, unless the nature of the scholarly activity requires additional categories:
   - Refereed works (only include published or accepted work)
   - Journal publications
   - Books and chapters in books
   - Presentations; videos; website URL's
   - Other publications
   - Non-refereed works (categorize as above)
   - Contracts or grants received (include your role as principal investigator, co-principal investigator, collaborator, advisor, etc.)
4. Additional scholarly and creative activities (including information on panels or workshops you organized or served on)
5. Graduate student guidance/postdoc, as applicable - please specify your role (advisor, chair, member, etc.).
6. Memberships in and service to professional organizations
7. Contracts or grants received (include your role as principal investigator, co-principal investigator, collaborator, advisor, etc.; sponsor; direct and indirect costs; timeframe of award)
8. Scholarly citations (applicants are encouraged to list the number of times publications have been cited and provide the committee with evidence of these citations.)
9. Letters of support from outside experts in the field of study, with supporting credentials, are encouraged.

V. Researcher of the Year Awards

The Division of Research invites applications and nominations for the 2027 Researcher of the Year Awards, recognizing excellence in sponsored and project-oriented research, with particular emphasis on externally funded research. Three awards of **$2,500 each** will be presented, one at each faculty rank:

- Assistant Professor
- Associate Professor
- Professor

Each college may submit **one nominee per faculty rank**.

Award funds may only be used for direct research costs, such as research supplies and travel to support a specific project. A justification for requested purchases is required and will be reviewed by Research Accounting prior to approval.

Nomination Process and Internal Deadlines

- **By January 22, 2027, 5:00 p.m.**
  Applications and self-nominations, following the guidelines provided, should be submitted to the appropriate college dean/director as **a single PDF file.**

- **By February 5, 2027, 5:00 p.m.**
  Each dean/director, with input from a college committee as appropriate, will select one nominee per faculty rank and submit the complete nomination materials for each nominee as a **single PDF file** to the University Research Committee (URC) using the appropriate submission form HERE (FAU sign-in required).
- **By February 19, 2026**
  The URC will review the nominations, select one recipient at each faculty rank, and forward the awardee names to the President and Vice President for Research.

Eligibility

1. All tenured and tenure-track faculty, including research faculty (with the exception of FAU Eminent Scholars and FAU distinguished professors) and all faculty librarians, are eligible if they have been on the FAU payroll for three years by the application date.

2. Previous winners who have retained the same rank must wait five years to become eligible again.

Evaluation Criteria

The evaluation is based on the quality and quantity of research conducted by the FAU faculty member over the past five years, with a minimum of three years' emphasis on work done at FAU, as evidenced by:

1. Nomination Letter
2. Externally sponsored research as a primary criterion
3. Peer-reviewed publications, articles, presentations, and books
4. Graduate student/Postdoc guidance, where appropriate
5. Service to professional research organizations
6. Special awards or citations

Nomination Guidelines

All materials must be scholarly work conducted within the last five years and should be submitted as a single PDF document. Nomination applications should be clearly organized according to the following categories:

1. Signed Nomination Letter from the Dean

2. Statement of qualifications for Researcher of the Year Award (**2 pages**, include name, rank, college, department, years at FAU)
3. Current curriculum vitae (**Maximum 5 pages**)

   In the section of the CV devoted to research, scholarly and creative activities, please categorize as follows, unless the nature of the scholarly activity requires additional categories:

   - Contracts or grants received (include your role as principal investigator, co-principal investigator, collaborator, advisor, etc.; sponsor; direct and indirect costs; timeframe of award)
   - Peer-reviewed publications (only include accepted and/or published works)

4. Graduate student/Postdoc guidance as applicable. Please specify your role (advisor, chair, member, etc.).
5. Memberships in and service to professional organizations
6. Scholarly citations (Applicants are encouraged to list the number of times publications have been cited and provide the committee with evidence of these citations.)
7. Letters of support from outside experts in the field of study, with supporting credentials, are encouraged.

Excellence and Innovation in Undergraduate Advising– FACULTY/STAFF

COVER PAGE

Name:

College/Department:

☐ Faculty ☐ Staff

☐ 1. Cover page
☐ 2. Table of Contents
☐ 3. <u>One page</u> summary chart or other creative endeavor to include a few lines per each item with the following titles (as appropriate) to concisely share the applicant's recent advising attributes and accolades:
   a. Advising History
   b. Books published related to Advising
   c. Grants related to Innovations in Advising
   d. Publications related to Innovations in Advising
   e. Advising related Recognition/Awards
   f. Administrative (Dept. Chair) Evaluations
   g. Advising Engagements (National/International)
   h. Service related activities
   i. Innovation in Advising methods/tools
   j. Community engaged Advising
   k. Committees related to Students and/or Advising
☐ 4. Concise, one page letters describing the reasons for the nomination or application
   a. Maximum of 2 (total) from administrators, faculty, and/or peers
   b. Maximum of 2 from students
☐ 5. The candidate's current curriculum vitae (includes advising honors and awards).
☐ 6. Annual advising employment evaluations for the past two years.
☐ 7. A brief explanation of previous awards, honors, etc. received in recognition of excellence in advising for the last 3 years in chart format.
☐ 8. Electronic copies of recent publications or presentations (up to 3 years) concerning advising, particularly including new methods and/or techniques. (**Optional)**

☐ 9. A statement of Advising Philosophy.

☐ 10. Other relevant documentation **limited to 2 brief items**.

☐ 11. Name File: Last Name, First Name - Excellence and Innovation in Undergraduate Advising

Excellence and Innovation in Undergraduate Teaching – FACULTY

COVER PAGE

Name:

College:

- [ ] 1. Cover page
- [ ] 2. Table of Contents
- [ ] 3. One page summary chart or other creative endeavor to include a few lines per each item with the following titles (as appropriate) to concisely share the applicant's recent teaching attributes and accolades:
    a. Teaching History and Pedagogy
    b. SPOT evaluations - (university level comparison)
    c. SPOT evaluations - (dept and college level comparison)
    d. Books published related to Learning/Teaching
    e. Grants related to Innovations in Teaching
    f. Publications related to Innovations in Teaching
    g. Teaching related recognition/Awards
    h. Administrative (Dept. Chair) Evaluations
    i. Teaching Engagements (National/International)
    j. Service and K12 Education related activities
    k. Innovation in Teaching methods/tools
    l. Community engaged Learning
    m. Committees related to Teaching
- [ ] 4. Concise, one-page letters describing the reasons for the nomination or application
    a. Maximum of 2 (total) from administrators, faculty, and/or peers
    b. Maximum of 2 from students
- [ ] 5. The candidate's current curriculum vitae (includes teaching honors and awards).
- [ ] 6. Annual college level teaching evaluations for the past two years (the latter must be limited to the teaching portion of the annual evaluation).
- [ ] 7. Overall SPOT evaluation results for the past two years (also including the past fall) with the course number and title of each course, the number of students enrolled, the grade distribution, and the department average. SPOT results must be tallied and be in a chart format—and include college averages. Qualitative comments should not be included.

☐ 8. A brief explanation of previous awards, honors, etc. received in recognition of excellence in teaching for the last 3 years in chart format.

☐ 9. Electronic copies of recent publications or presentations (up to 3 years) concerning teaching, particularly including new methods and/or techniques.

☐ 10. A statement of Teaching Philosophy.

☐ 11. Other relevant documentation **limited to 2 brief items**.

☐ 12. Name File: Last Name, First Name - Excellence and Innovation in Undergraduate Teaching

FLORIDA ATLANTIC UNIVERSITY

University Faculty Service Award

COVER PAGE

Name:

College:

- ☐ 1. Cover page
- ☐ 2. Table of Contents
- ☐ 3. Community Contributions Chart
  One page, using the chart attached to this memo, summarizing the candidate's community contributions over the past three years.
- ☐ 4. Letters of Nomination or Support
  Concise, one-page letters describing the reasons for the nomination or application:
  a. A maximum of two letters from administrators, faculty, and/or peers
  b. A maximum of two letters from other agencies, organizations, and/or individuals
- ☐ 5. Current Curriculum Vitae
- ☐ 6. Additional Supporting Documentation
  Up to two brief items of relevant supporting documentation.
- ☐ 7. File Name
  Last Name, First Name