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**MEMORANDUM**

**DATE:** 1/6/2025

**TO:** College Deans

**FROM:** Russ Ivy, Interim Provost and Vice President for Academic Affairs

**SUBJECT:** Student Scholarships and Faculty Awards 2025

Awards season is just around the corner. Please join me in honoring students, faculty and staff at the University who have made outstanding academic contributions in the last year.

Please submit the names of the following individuals for nomination:

1. **Three undergraduate students** for scholarships.
2. **Three faculty/staff members** for the Excellence and Innovation in Undergraduate Teaching and Advising Awards.

Attached are the guidelines and criteria for these awards; I encourage you to review them thoroughly to facilitate a smooth selection process.

Once the College-level screening is complete, please submit all nominations in a **single PDF document** [HERE](#) (sign-in required for access within Florida Atlantic University) by **February 7, 2025, at 5:00 p.m.** If you have any questions, please reach out to Taina Teran-Campbell in the Provost's Office at [tteran@fau.edu](mailto:tteran@fau.edu).

Additionally, please save the date for the 56<sup>th</sup> Annual Honors Convocation, scheduled for **Wednesday, April 9, 2025, at 4:00 p.m.**

Thank you for your support in celebrating the achievements of our dedicated FAU community members.

**CC:** Evangelos Kaisar, Honors and Awards Committee Chair

# I. Honors Convocation Scholarships

Nominations are now being sought for **three outstanding undergraduate students** for the awards to be presented at this year's Honors Convocation. **A total of 24 nominees** will be recognized across the following awards:

- **Eight University Scholars** (one from each College with undergraduates) - \$1,000 each
- **One Hersker, Shaw, Gosser Honor Society of Phi Kappa Phi Scholarship Award** - \$2,500
- **One Stan and Renee Wimberly Scholar** - \$2,500
- **One Distinguished Student Award** - \$1,500
- **One University Club Merit Award** - \$3,000

## Required Documentation

For each nominee, please submit the following materials as a **single PDF document**:

1. Cover Page (**attached to this memo**)
2. A detailed nomination letter from a faculty member outlining the student's qualifications for the award.
3. A current transcript (an unofficial transcript from MyFAU is acceptable).
4. Evidence of scholarship, research, and/or creative activities, **limited to one** project that exemplifies the student's achievements beyond the transcript.
5. **Optional:** A one-page resume or curriculum vitae.

## Eligibility

Awards will be based on academic excellence. Nominees must have completed at least 90 undergraduate semester credits by the end of the Fall 2024 semester (including 20 credits at FAU) and **must have an institutional GPA of 3.6 or higher**. An attached list identifies students who meet these requirements.

The **Distinguished Student Award** will specifically recognize the nominee who significantly enhances the learning environment through outstanding contributions, inspiration to others, or high achievement despite exceptional circumstances.

## Deadline

Please submit all nominations and electronic materials as a **single PDF document** [HERE](#) (sign-in required for access within Florida Atlantic University) by **February 7, 2025, at 5:00 p.m.**

## II. Excellence and Innovation in Undergraduate Teaching and Advising Awards

It is time to initiate the selection process for this year's teaching and advising awards. Please submit the names of three nominees: **two faculty nominees** for the teaching awards and **one faculty or staff nominee** for the advising award. The following awards will be presented:

- **Four awards for Excellence and Innovation in Undergraduate Teaching** - \$4,000 each
- **Three awards for Excellence and Innovation in Undergraduate Advising** - \$2,000 each

## Deadlines

- **By January 31, 2025, at 5:00 p.m.:** Nominations for both teaching and advising awards should be forwarded by departments to College screening committees for review. These committees should include student representation. **Nominations should be in PDF format.**
- **By February 7, 2025, at 5:00 p.m.:** Each College screening committee will select candidates and submit their names along with electronic nomination materials as a **single PDF document** [HERE](#) (sign-in required for access within Florida Atlantic University).
- **By February 28, 2025:** The Honors and Awards Committee of the University Faculty Senate will select award recipients and forward their names to the Provost.

## Initial Nominations

All nominations and applications must be submitted through the appropriate academic department to the College awards screening committee. Nominations may be made by students, faculty members, or others able to evaluate the nominee's contributions to teaching or advising. Individuals are also encouraged to apply for the awards.

## Eligibility

1. **Teaching Award:** Eligible faculty members must have taught at least two undergraduate courses during the academic years 2022-2023, 2023-2024, and 2024-2025, 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 (2022-2023, 2023-2024, and 2024-2025).
3. Previous recipients of these awards in the past three academic years (2022-2023, 2023-2024, and 2024-2025) are not eligible for an award in 2025.
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.**



## Excellence and Innovation in Undergraduate Advising– FACULTY/STAFF

### COVER PAGE

Name:

College/Department:

Faculty

Staff

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 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 2025



## 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 2025



## Honors Convocation Scholarships – Student COVER PAGE

Student Name:

Student Z number:

College:

1. A detailed letter of nomination from a faculty member listing the attributes that indicate the student is eligible for an award.
2. A current transcript (unofficial transcript from MyFAU is fine).
3. Evidence of scholarship, research, and/or creative activities. Documentation of scholarship can include a written assignment or project that exemplifies the student's high achievement beyond what can be seen in the transcript. As the committee will be constrained for time, please limit samples to one project.
4. Optional: a one-page resume or curriculum vitae.
5. Name File: Last Name, First Name - Honors Convo Scholarships 2025