



Academic Affairs
Office of the Provost
777 Glades Road, AD10-309
Boca Raton, FL 33431
tel: 561.297.3068
fax: 561.297.3942
www.fau.edu

MEMORANDUM

DATE: Wednesday, January 11, 2012

TO: College Deans

FROM: Brenda Claiborne *Brenda Claiborne*
Provost and Chief Academic Officer

SUBJECT: Student Scholarships and Faculty Awards 2012

Awards season is just around the corner. Please join me in honoring the individuals in our community who have made outstanding academic contributions in the last year. I am asking that each of you send me the names of the following individuals:

- 1) three undergraduate students who will be nominated for scholarships;
- 2) two faculty nominees for the excellence and innovation in undergraduate teaching awards and one faculty/staff nominee for the undergraduate advising award; and
- 3) one faculty nominee for the TIAA-CREF service award.

Guidelines and criteria for these awards are attached. Please review them carefully to ensure that the selection process runs as smoothly as possible.

Once the College-level screening process is completed, send all nominations to James Capp in the Provost's Office, ADM-309, no later than Friday, February 24, 2012 at 5:00 p.m.

Also, I ask that you please save the date of the 43rd annual Honors Convocation, which will be held on Monday, April 16, 2012 at 4:00 p.m. in the Dorothy F. Schmidt College of Arts and Letters University Theatre.

Thank you for helping us to celebrate the success of our hardworking community members.

I. Honors Convocation Scholarships

At this time, I am asking each of you to nominate **three undergraduate students** for the awards presented at this year's Honors Convocation. Out of the 24 nominees that we should receive, the following awards will be presented:

- Eight University Scholars (one from each College with undergraduates) - \$1,000 each.
- One Phi Kappa Phi Scholar - \$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

The following materials must be submitted for each of your three nominees (please include the student's Z-number, which will aid in distributing financial awards):

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 unofficial or official transcript.
3. Evidence of scholarship, research, and/or creative activities. Documentation of scholarship can include a paper 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 or two short papers or projects.
4. Optional: a one-page resume or curriculum vitae.

Eligibility

The University Scholars, Phi Kappa Phi Scholar, and University Club Merit Award winner must have completed at least 90 undergraduate semester credits by the end of the Fall 2011 semester and have a GPA of 3.6 or above. Please see the attached list of the students from your College who meet these requirements.

The Stan and Renee Wimberly Scholar will be chosen using the same criteria but must also be a Florida resident and have completed a minimum of 20 hours at FAU.

The Distinguished Student Award must have completed at least 78 credits toward the bachelor's degree with an overall GPA of 2.4 or above. In addition, this student should enhance the learning environment by making an outstanding contribution, or by inspiring others, or by achieving at a high level in the face of exceptional circumstances.

Please send all nominations to James Capp in the Provost's Office, ADM-309 on the Boca Raton campus, no later than Friday, February 24, 2012 at 5:00 p.m.

II. Excellence and Innovation in Undergraduate Teaching and Advising Awards

It is also time to begin the selection process for the teaching and advising awards. Please send me the names of **two faculty nominees** for the teaching awards and **one faculty or staff nominee** for the advising award. The following awards will be given on an at-large basis:

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

Deadlines

By February 10, 2012 at 5:00 p.m., nominations and applications for both teaching and advising awards should be forwarded by departments to College screening committees for review. These committees shall contain student representation.

By February 24, 2012 at 5:00 p.m., each College screening committee will select the candidates and forward those names to James Capp in the Provost's Office, ADM-309, Boca Raton campus.

By Friday, March 9, 2012, the Honors and Awards Committee of the University Faculty Senate will select the award recipients and forward their names to the Provost.

Initial Nominations

All nominations and applications must be forwarded through the appropriate academic department to the College awards screening committee. Nominations may be offered by students, faculty members or others capable of determining the merits of the nominee's contributions to teaching or advising. Individuals are free to apply for the awards as well.

Eligibility

1. Teaching Award: Eligibility will be limited to faculty members who teach at least two undergraduate courses during the academic year 2011-12, and who have held positions as tenured or tenure-earning ranked faculty or full-time instructors at the institution for at least the two preceding academic years.
2. Advising Award: Eligibility for selection will be limited to individuals (including faculty members and professional advisors) who have significant responsibilities in undergraduate advising during the academic year 2011-12. Faculty members must have held their positions for at least the two preceding years, and professional advisors must have been employed by the institution for at least the two preceding years.

3. No recipient of one of these awards for undergraduate teaching or advising within the past two academic years (2009-10) and (2010-11) shall be eligible for an award in 2012.
4. No individual who is a current member of a College awards screening committee or the University Faculty Senate Honors and Awards Committee shall be eligible for an award.

Criteria for Selection

Candidates must have demonstrated excellence through stimulating and effective teaching or advising. Although excellence is difficult to assess, a number of indicators may be considered, including: student, peer, and administrative evaluations; previous awards, honors, etc., received in recognition of excellence; evidence of innovation in teaching or advising as reflected in the development or use of new methods and techniques; and recent publications or presentations related to teaching or advising, particularly including new methods and/or techniques.

Documentation in support of each nomination and application should include the following:

1. At least one letter describing the reasons for the nomination or application
2. The candidate's current *curriculum vitae*.
3. Information from recent student, peer, and/or administrative evaluations of the candidate's teaching or advising, including annual evaluations for the past two years (the latter may be limited to the teaching and/or advising portion of the annual evaluation). For teaching awards, include overall SPOT evaluation results for the past two years with the course number and title of each course, the number of students enrolled, and the department average.
4. Information concerning previous awards, honors, etc. received in recognition of excellence in teaching or advising.
5. Copies of recent publications or presentations concerning teaching or advising, particularly including new methods and/or techniques.
6. A statement of Teaching Philosophy or Advising Philosophy depending on the award.
7. Any other relevant documentation.
8. Documentation is to be submitted in a binder not more than 1" thick with index tabs separating the sections.

III. TIAA-CREF Faculty Service Award

In recognition of the many contributions of professional service provided by FAU faculty to our local communities, I am pleased to announce the call for nominations for the eighth annual TIAA-CREF Faculty Service Award. Please send me the name of **one faculty nominee**. This award will be presented to one faculty member judged most outstanding in the area of service to the community. The funding for the award has been provided through the gracious donation of the TIAA-CREF organization and provides for one \$1,200 award (pre-tax) that will be presented at the annual Employee Service Awards Ceremony on Wednesday, April 18, 2012.

Deadlines

By Friday, February 10, 2012 at 5:00 p.m., nominations and accompanying documentation must be submitted to the Dean of the faculty member's College.

By Friday, February 24, 2012 at 5:00 p.m., Deans should forward one nomination to James Capp in the Provost's Office, ADM-309, on the Boca Raton campus.

By Friday, March 9, 2012, the Honors and Awards Committee of the University Faculty Senate will select the award recipient and forward the name to the Provost.

Initial Nominations

Faculty members who meet the award criteria may nominate themselves or be nominated by anyone within the University community. Please make sure that this opportunity is well-noticed within your academic departments and that your high-performing and committed faculty members who are eligible for such recognition are aware of and apply for this prestigious award.

Eligibility

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.

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.
- 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.