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MEMORANDUM

DATE: January 11, 2023

TO: College Deans

FROM: Michele Hawkins

Provost and Vice President for Academic Affairs

SUBJECT: Student Scholarships and Faculty Awards 2023

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. 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) **three faculty/staff nominees** for the excellence and innovation in undergraduate teaching and advising awards; and
3) **one faculty nominee** for the University 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 is complete, send all nominations *in electronic format* to Taina Teran-Campbell in the Provost's Office at tteran@fau.edu **no later than February 17, 2023 at 5:00 p.m**.

Also, I ask that you please save the date of the 54rd annual Honors Convocation, which will be held on Wednesday, April 12, 2023 at 4:00 p.m.

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

CC: Evangelos Kaisar, Honors and Awards Committee Chair

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 **in PDF or Microsoft Word format** for each of your three nominees (please include the student's Z-number):

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.

Eligibility

Awards are given on the basis of academic excellence. Scholarship nominees must have completed at least 90 undergraduate semester credits by the end of the Fall 2022 semester (20 of which must have been completed at FAU) and have an institutional GPA of 3.6 or above. Please see the attached list of the students who meet these requirements.

In addition, the Distinguished Student Award will be awarded to the nominee who most enhances 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.

Deadline

Please send all nominations to Taina Teran-Campbell in the Provost's Office at tteran@fau.edu no later than February 17, 2023 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 **three nominees** (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:

- 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 February 3, 2023 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 shall contain student representation. Nominations should be **in PDF or Microsoft Word format**.

By February 17, 2023 at 5:00 p.m., each College screening committee will select the candidates and forward those names and electronic nomination materials to Taina Teran-Campbell in the Provost's Office at tteran@fau.edu.

By March 13, 2023, 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 years 2020-2021, 2021-2022 and 2022-2023, 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: Eligibility for selection will be limited to persons whose primary responsibility is student advising and have been employed by the institution in that capacity for at least the current and two preceding years (2020-2021, 2021-2022, 2022-2023).

3. No recipient of one of these awards for undergraduate teaching or advising within the past three academic years (2019-2020), (2020-2021) and (2021-2022) shall be eligible for an award in 2023.

4. 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.

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

6. 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

Candidates must have demonstrated excellence through stimulating and effective teaching or advising. Although excellence is difficult to assess, a number of indicators will 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. Many of these are self-explained within the CV and should not be repeated within the portfolio.

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 PDF or Microsoft Word format:

TEACHING

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 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 <u>chart format</u>—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
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 **<u>limited to 2 brief items</u>**.

III. University 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 University 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 University and provides for one $1,200 award (pre-tax) that will be presented at the annual Employee Service Awards Ceremony in April.

Deadlines

By February 3, 2023 at 5:00 p.m., nominations and accompanying documentation must be submitted to the Dean of the faculty member's College **in PDF or Microsoft Word format**.

By February 17, 2023 at 5:00 p.m., Deans should forward one nomination to Taina Teran-Campbell in the Provost's Office at tteran@fau.edu **in PDF or Microsoft Word format**.

By February 24, 2023, 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

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 PDF or Microsoft Word format:

Portfolio Content

3. Cover page
4. Table of Contents
5. One page chart (as attached) to concisely share the applicants recent contributions to the community (past three years).
6. 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
7. The candidate's current curriculum vitae
8. Other relevant documentation **limited to 2 brief items**.