

## College of Education

### University Faculty Scholars (September 2017)

The practice in the College of Education for selecting University Faculty Scholar nominees is a three-phase process: First, nominations are solicited; second, received nominations are reviewed by a college committee; third, recommendations are forwarded to the Dean who forwards the selected nominee(s) to the Provost. These three phases are described in somewhat greater detail below.

**Phase I, Nomination:** At each opportunity, nominations for the University Scholars Program are solicited from the faculty and administration in the College of Education.

Eligible for nomination are

- Assistant professors who have been reappointed to a second term,
- All associate professors, and
- Professors in the first three years of appointment at that rank.<sup>1</sup>
- Faculty members who were nominated but not named University Faculty Scholars in previous years and meet eligibility may be renominated by their college.

A nomination packet includes these documents:

- Current CV and current SME, and summary statement of current teaching evaluations (maximum 25 pages)
- Faculty with significant extension responsibilities should submit an impact statement that describes how their service philosophy and activities impact the extension community (1 page)
- Letter of nomination from a colleague other than the department head addressing the nominee's qualifications, current impact and potential contributions (maximum 2 pages)
- Letter of support from the department head supporting the nomination (a separate nomination letter is encouraged) (maximum 2 pages)
- Letter from the dean supporting the nomination at the university level and addressing the nominee's contributions/impact/value to the department/college/university<sup>2</sup>. (maximum 2 pages)
- The letters of support should not only address the nominee's qualifications but should also provide sufficient information that will help the Provost's Administrative Advisory Committee evaluate the nominee's leadership potential in context of her or his appointment across the realms of responsibility.

Deadline for Nomination of Faculty Scholars from the College of Education:

- Only two nominations can go forward from the college to the University for the 2017-18 Award.
- Friday, October 27, 2017 by 5:00 PM. Department Nominee's nomination packet, due to the office of the Associate Dean for Academic Affairs. Send 2 PDF files (one containing the current CV and SME, summary statement of current teaching evaluations and, if applicable, the impact statement from faculty with significant extension responsibilities that describes how their service philosophy and activities impact the extension community and one containing all support letters) via email to Mary Morris [mmmartin@ncsu.edu](mailto:mmmartin@ncsu.edu).
- The College of Education Faculty Scholar Review Committee will forward the recommendations of the selected nominees to the Dean by Monday, October 6, 2017 at 5:00PM.
- December 1, 2017: Nominations from the College are due to the Provost's office – submitted by email as 2 PDF files (PDF File 1 containing the current CV and SME, summary statement of current teaching evaluations and, if applicable, the impact statement from faculty with significant extension responsibilities that describes how their service philosophy and activities impact the extension community and PDF File 2 containing all support letters)
- Submit both PDF files as email attachments or upload to Google Drive
- Subject line: UFS 2017 Nomination, college acronym, nominee last name
- Submit to Judy Austin, UFS Program Coordinator at: [jcaustin@ncsu.edu](mailto:jcaustin@ncsu.edu)

---

<sup>1</sup> The eligibility criteria apply to the first year of the appointment as University Faculty Scholar, the year after the nomination process itself.

<sup>2</sup> Head/Dean's letters should not repeat the CV or dossier but should address the nominee's contributions/impact/value to the department/college/university; limit length of letters to 2 pages; no additional letters of support beyond the three required letters will be accepted.

**Phase II, Review:** Nomination packets received by the announced deadline are forwarded to the College University Faculty Scholar Review Committee. This committee consists of three senior faculty members not eligible for the award, appointed by the Dean from three different academic departments, and the Associate Dean of Academic Affairs as chair. Criteria to be considered by the Review Committee include leadership, vision, and significant achievement appropriate to rank in scholarship, teaching and/or service (examples in categories below are not exhaustive):

- **Scholarship:** Productivity in research, creative activity, external funding, publications and presentations which are relevant to the discipline and recognized locally, nationally and internationally.
- **Teaching:** Excellence in teaching, course and program improvement, advising, undergraduate and graduate student mentoring, and participation in other activities that enhance the development of students; recognition for teaching at university or national level.
- **Service:** Leadership in extension, public service, and contributions to professional societies; assistance and advice to industry, business, government and other educational institutions; campus service which has an impact on the institution

Following review and deliberation, the committee forwards to the Dean the name of each individual recommended for appointment as University Faculty Scholar. The nomination packets of the recommended individual(s) and a statement from the committee featuring strengths of the nominee(s) will also be provided to the Dean.

**Phase III, Recommendation to the Provost:** The Dean, after review of the nomination packets and the statement of strengths that have been forwarded, and following discussion with the selection committee if desired, will submit to the Provost the materials that are required for university-level consideration of the selected college nominee(s).