



**MEMORANDUM**

**TO:** UAH Faculty and UAH Researchers in Research Centers

**FROM:** Christine W. Curtis   
Provost and Executive Vice President for Academic Affairs

Robert Lindquist   
Interim Vice President for Research and Economic Development

**SUBJECT:** 2018-19 University Awards for Excellence in Teaching, Research/Creative Achievement and Scholarly Performance, and Researcher of the Year Award

**DATE:** November 14, 2018

We are pleased to announce that faculty and researcher excellence will be recognized through University awards again this year. These awards are comprised of three university-wide awards:

- University Distinguished Teaching Award for faculty in colleges
- University Distinguished Research and Creative Achievement and Scholarly Performance Award for faculty in colleges
- University Researcher of the Year Award for researchers in Research Centers

The recipients of these awards will be recognized at the Spring Faculty and Staff Awards Ceremony and Reception on Monday, April 15 from 3:00 to 5:00 PM in the Student Services Building Room 112. The reception will begin at 3:00 PM and the ceremony will start at 3:30 PM.

Each of the awards carry an award of \$3,000 added permanently to the awardee's base salary. Faculty members who have shown exceptional performance are eligible for the University Distinguished Teaching Award and for the University Distinguished Research and Creative Achievement and Scholarly Performance Award. Ph.D. research staff in the research centers are eligible for the University Researcher of the Year Award.

The teaching award recognizes excellence and innovation in teaching that focuses on student learning. The research awards recognize the outstanding performance of active faculty and researchers and are given for a body of research and/or creative achievement and scholarly performance, spanning over multiple years with at least two of those years being at UAH. These awards are not for recognition at the end of a faculty member's or researcher's career.

***Nomination and Selection Procedures***

1. Candidates can be nominated by others at UAH or can self-nominate. All nominations should be submitted no later than January 10, 2019, to the appropriate College Dean, if the individual is in an academic unit, or to the appropriate Research Center Director if the individual is in a research center. Nominations received after that date will not be

considered. Individual faculty may be nominated for one or more of the awards. It is emphasized that these awards are for current performance not for popularity or as a means of recognizing long-term service.

2. Each nomination should consist of the following, combined and submitted as one electronic packet:

(Please note if a number of documents required is stated, it means that number of documents, no more and no less.)

(a) For University Distinguished Teaching Awards, please include

1. Two letters of support from current or former students (two letters required, one page each).
2. A letter of recommendation from the department chair
3. A current teaching portfolio including best evidence, as determined by the nominee, of teaching methods and evaluations of learning (not to exceed five pages). The portfolio should include
  - i. A statement of teaching philosophy, and
  - ii. Supporting materials or documents that show innovation or excellence in teaching such as material relating to lectures, laboratory or clinical instruction, tutorials and field work, involvement of students in research, or curriculum development.

(b) For University Distinguished Research and Creative Achievement and Scholarly Performance Award, and for the University Researcher of the Year Award please provide

1. Two letters of nomination from a colleague that discusses the nominee's research and/or creative achievement and scholarly contribution (one page maximum)
2. If the nominee is a Department Chair or Research Center Director, a letter of nomination from a university administrator will be required.
3. A 2 to 4-page CV that highlights research and/or creative achievement and scholarly contributions
4. A one-page summary of additional research or creative achievements and scholarly contributions that are unique and contribute to the research, creative achievement, scholarship, and intellectual environment of the university
5. The submission from the nominee must not exceed 5 pages.

For these University awards, the colleges and research centers will develop their own procedures for identifying and selecting candidates from those nominated. The College Dean will forward the names of the candidates and nomination packets for the University Awards to the Office of the Provost at [academicofficial@uah.edu](mailto:academicofficial@uah.edu), along with a recommendation letter from the Dean. Research Center Directors will forward the names and packets of those individuals selected for the University Distinguished Researcher of

the Year Award to the Office of the Vice President for Research and Economic Development along with a recommendation letter from the Research Center Director.

For each of the three awards, the University Distinguished Teaching, University Distinguished Research and Creative Achievement and Scholarly Performance Award, and the University Researcher of the Year Award, each college and research center may submit up to two nominees per award. All documentation must be submitted no later than February 12, 2019. **Nominations should be submitted as one .pdf packet for each nominee.**

3. The Provost and Interim Vice President for Research and Economic Development will submit the nomination packets and the letters of recommendation from the Deans or Research Center Directors to the Selection Committee. The Selection committee consisting of the Associate Provost, Associate Vice President for Research, Dean of the Graduate School, the President of the Faculty Senate, the President of the SGA, two former recipients of the University Teaching Award, up to four former recipients of the University Research and Creative Achievement and Scholarly Performance Award and Research Center Researcher of the Year Award will review the nominations and recommend winners for the University awards to the Provost and the Interim Vice President for Research and Economic Development. The decision of the Provost and the Interim Vice President for Research and Economic Development for the recipients of awards will be final and binding.

#### ***Overall Criteria***

- **The awards are for excellence and not for popularity or long-term service.**
- Recognition of a nominee by professional organizations and other entities through awards, fellowships, etc. will be regarded as evidence of excellence and will help in strengthening an individual's case. In no event will these awards be used to "disqualify" worthy candidates on the basis of their already having been recognized.
- If the caliber of nominees for an award is not deemed to be sufficient, no awards will be made for that year in that category.
- Nominations have to be made afresh each year and previous year's nominations cannot be automatically brought forward to the subsequent year.
- **All faculty and research staff, regardless of rank, tenure status or service in administrative ranks (other than the President, Provost, Associate Provost, Interim Vice President for Research and Economic Development, Associate Vice Presidents for Research and College Deans), are eligible for the awards that are designated for them.**
- A nominee must have served at UAH for a **minimum of two years** prior to being eligible for an award, and the nomination cannot be solely on the basis of work completed prior to employment at UAH, i.e. a component of the work must have been conducted at UAH.
- Nominees for an award must recuse themselves from the selection process at all stages. Any campaigning for an award will be grounds for disqualification by the Provost, the Vice President for Research and Economic Development, or the College Dean.
- Those who receive an award will not be eligible for another award in the same category for 5 years. They will, however, be eligible for the other awards.