


**MEMORANDUM**

**TO:** UAH Faculty

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

**SUBJECT:** 2019-20 College Outstanding Faculty Member Awards

**DATE:** November 5, 2019

Faculty excellence in teaching, research, and/or creative achievement, and scholarly contributions, and service will be recognized through the 2019-2020 College Outstanding Faculty Member Awards. The College Outstanding Faculty Member Awards (one per college) are awarded on the basis of performance in the three critical areas of teaching, research, and/or creative achievements and scholarly contributions, and service. These awards are for \$1,000 cash each and are one-time awards. The recipients of these awards will be recognized at the Spring Faculty and Staff Awards Ceremony and Reception on April 22, 2020 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.

***Nomination and Selection Procedures***

1. Candidates can be nominated by others at UAH or can be self-nominated. All nominations should be submitted to the appropriate College Dean. Please submit the nominations to them no later than January 10, 2020. Nominations received after that date will not be considered. It is emphasized that these awards are for current performance, not for popularity or as a means of recognizing long-term service.
2. Each College Outstanding Faculty Award nomination should consist of the following, combined and submitted as one electronic packet to the College Dean:
  - (a) Two letters of nomination from a faculty colleague and Department Chair (or two faculty colleague letters, if the Chair is the nominee) that discuss the candidate's research and/or creative achievements and scholarly contributions, teaching, and service excellence. (one page maximum for each letter)
  - (b) A two-to-three-page CV that highlights the faculty member's teaching, research and/or creative achievements and scholarly contributions, and service (three pages maximum).
  - (c) Any other information that your college requests.
3. Colleges will use their own procedures for identifying and selecting candidates from those nominated. The College Dean will forward the name and nomination packet of the 2019-2020 College Outstanding Faculty Member Award to the Office of the Provost at [academicofficial@uah.edu](mailto:academicofficial@uah.edu), along with a recommendation letter.

4. All documentation for Faculty College awards should be forwarded to the Office of the Provost at [academicofficial@uah.edu](mailto:academicofficial@uah.edu) no later than noon on February 12, 2020. Nominations should be submitted as one .pdf packet for each nominee.

***Overall Criteria***

- **The awards are for excellence in teaching, research and/or creative achievements and scholarly contributions, and service. These college awards are 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.
- Nominations have to be made afresh each year and previous year's nominations cannot be automatically brought forward to the subsequent year.
- **All faculty within the College regardless of rank, tenure status, or service in administrative ranks (other than the College Deans), are eligible for these awards.**
- 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 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.