

Date: January 23, 2023

To: Faculty and Academic Affairs Staff

From: Dave Puleo  
Provost and Executive Vice President for Academic Affairs

Subject: University Excellence Awards — Call for Nominations

The Office of Academic Affairs recognizes excellence through annual **University Awards**.

Faculty Awards

- University Distinguished Teaching Award
- University Distinguished Research, Creative Achievement, and Scholarly Performance Award
- College Outstanding Faculty Member Awards
- Graduate Mentor Award

Faculty or Staff Awards

- Graduate Advisor Award
- Undergraduate Research and Creative Activity Mentor Award

Please review the attached instructions for preparing and submitting nomination packages.

Preliminary internal deadline (packages due to dean/internal designee): **Friday, February 24, 2023**  
Final nominations due to Office of Academic Affairs: **Friday, March 10, 2023**

The recipients of these awards will be recognized and celebrated at the **University Awards Ceremony and Reception** in April.

**University Distinguished Teaching Award** recognizes excellence and innovation in instruction that focuses on student learning.

Award: \$3,000 added permanently to the recipient's base salary

Candidates can be nominated by others at UAH or can self-nominate. **All nominations should be submitted as a single pdf file to the appropriate college dean by Friday, February 24, 2023.**

Nomination packages should include:

1. Two letters of support from current or former students (one page each)
2. Letter of recommendation from the department chair
3. Current teaching portfolio including evidence of teaching methods and evaluations of learning (not to exceed five pages):
  - a. Statement of teaching philosophy
  - b. Supporting materials 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

Each college will develop their own procedure for identifying and selecting up to two candidates from those nominated. **The Dean will endorse the selection(s), with rank ordering if more than one, and forward the nomination packet(s) to [provost@uah.edu](mailto:provost@uah.edu) by March 10, 2023.**

Eligibility and other considerations:

- All faculty, regardless of rank, tenure status, or service in administrative rank below dean are eligible after they have served at UAH for a minimum of two years, except those who received this award within the last five years.
- Nominees must recuse themselves from the selection process at all stages.
- Recognition of a nominee by professional organizations and other entities through awards, fellowships, etc. will be regarded as evidence of excellence. In no event will the external honor be considered disqualifying on the basis of the candidate already having been recognized.
- If the caliber of nominees is deemed insufficient, no award will be made this year.
- The award is not intended to recognize popularity or long-term service.

A university Selection Committee consisting of the Associate Provosts, (Associate) Vice President for Research, Faculty Senate President, Student Government Association President, and up to four former award recipients will review the nominations and make recommendations to the Provost. The Provost, in consultation with the Vice President for Research and Economic Development, will make the final decision.

**University Distinguished Research, Creative Achievement, and Scholarly Performance Award**

recognizes outstanding performance of an active faculty member for a body of research, creative achievement, and/or scholarly performance, spanning over multiple years.

Award: \$3,000 added permanently to the recipient's base salary

Candidates can be nominated by others at UAH or can self-nominate. **All nominations should be submitted as a single pdf file to the appropriate college dean by Friday, February 24, 2023.**

Nomination packages should include:

1. Two letters of support from colleagues (one page each)
2. Letter of recommendation from the department chair, or other university administrator if the nominee is a department chair or center director.
3. Current 2 to 4-page CV
4. One-page summary of activities that contribute to the research, creative achievement, scholarship, and intellectual environment of the university

Each college will develop their own procedure for identifying and selecting up to two candidates from those nominated. **The Dean will endorse the selection(s), with rank ordering if more than one, and forward the nomination packet(s) to [provost@uah.edu](mailto:provost@uah.edu) by March 10, 2023.**

Eligibility and other considerations:

- All faculty, regardless of rank, tenure status, or service in administrative rank below dean are eligible after they have served at UAH for a minimum of two years, except those who received this award within the last five years.
- Nomination must include research, creative activity, or scholarly performance conducted at UAH.
- Nominees must recuse themselves from the selection process at all stages.
- Recognition of a nominee by professional organizations and other entities through awards, fellowships, etc. will be regarded as evidence of excellence. In no event will the external honor be considered disqualifying on the basis of the candidate already having been recognized.
- If the caliber of nominees is deemed insufficient, no award will be made this year.

A university Selection Committee consisting of the Associate Provosts, (Associate) Vice President for Research, Faculty Senate President, Student Government Association President, and up to four former award recipients will review the nominations and make recommendations to the Provost. The Provost, in consultation with the Vice President for Research and Economic Development, will make the final decision.

**College Outstanding Faculty Member Awards** (one per college) are awarded for excellence in the three critical areas of teaching, research-creative achievements-scholarly contributions, and service.

Award: one-time \$1,000 cash

Candidates can be nominated by others at UAH or can self-nominate. **All nominations should be submitted as a single pdf file to the appropriate college dean by Friday, February 24, 2023.**

Nomination packages should include:

1. Letter of support from a colleague (one page)
2. Letter of recommendation from the department chair, or second colleague if the nominee is the department chair (one page)
3. Current 2 to 4-page CV
4. Other information as requested by your college

Each college will develop their own procedure for identifying and selecting the candidate from those nominated. **The Dean will endorse and forward the selected nomination packet to [provost@uah.edu](mailto:provost@uah.edu) by March 10, 2023.**

Eligibility and other considerations:

- All faculty, regardless of rank, tenure status, or service in administrative rank below dean are eligible after they have served at UAH for a minimum of two years, except those who received this award within the last five years.
- Nominees must recuse themselves from the selection process at all stages.
- Recognition of a nominee by professional organizations and other entities through awards, fellowships, etc. will be regarded as evidence of excellence. In no event will the external honor be considered disqualifying on the basis of the candidate already having been recognized.
- If the caliber of nominees is deemed insufficient, no award will be made this year.
- The award is not intended to recognize popularity or long-term service.

**Graduate Mentor Award** honors a member of the Graduate Faculty who has been successful in mentoring graduate students.

Award: one-time \$750 deposit in recipient's professional development account

Candidates can be nominated by others at UAH or can self-nominate. **All nominations should be submitted as a single pdf file to [deangrad@uah.edu](mailto:deangrad@uah.edu) by Friday, February 24, 2023.**

Nomination packages should include:

1. Letter of support from current or former graduate student (one page)
2. Letter of recommendation from the department chair, associate dean, or dean
3. Current 2 to 4-page CV
4. Self-authored statement of mentoring philosophy

The Associate Provost for International Services, Academic Integrity, and Dean of the Graduate School forms a review committee that includes the awardees from the previous two years. With input from the committee, **the Associate Provost for International Services, Academic Integrity, and Dean of the Graduate School makes the final selection and forwards the nomination packet to [provost@uah.edu](mailto:provost@uah.edu) by March 10, 2023.**

Eligibility and other considerations:

- All graduate faculty (full or affiliate), regardless of rank, tenure status, or service in administrative rank below dean are eligible after they have served at UAH for a minimum of two years, except those who received this award within the last seven years.
- Reputation for facilitating student learning by making complex ideas understandable and meaningful to students.
- Establishment and maintenance of high academic standards.
- Positive role modeling as a professional, with personal integrity, high ethical standards, and achievable standards for personal excellence.
- Consistent and ongoing guidance of students regarding resources within and outside the university, conflict resolution, and advocacy for completion of the program of study in a timely manner.
- Substantial influence on the academic and professional pursuits of students that may include funded research, co-authorship on publications, and co-presentations at national or international conferences.
- Nominees must have a demonstrated and continuing success as a mentor over a significant portion of the candidate's career.
- Nominees must recuse themselves from the selection process at all stages.

**Graduate Advisor Award** honors a member of the Staff or Graduate Faculty who demonstrates the following qualities:

- availability to advisees, faculty, and staff
- frequency of contact with advisees
- appropriate referral activity
- dissemination of appropriate information sources
- evidence of student success rate, by advisor or department
- caring, helpful attitude toward advisees, faculty, and staff
- participation in and support of intrusive advising to build strong relationships with advisees
- monitoring of student progress toward academic and career goals
- mastery of institutional regulations, policies, and procedures
- ability to engage in, promote, and support developmental advising

Award: one-time \$750 deposit in recipient's professional development account

Candidates can be nominated by others at UAH or can self-nominate. **All nominations should be submitted as a single pdf file to [deangrad@uah.edu](mailto:deangrad@uah.edu) by Friday, February 24, 2023.**

Nomination packages should include:

1. Letter of support from a graduate student or member of the Graduate Faculty (one page)
2. Letter of recommendation from the department chair, associate dean, or dean
3. Current 2 to 4-page CV
4. Self-authored statement of advising philosophy

The Associate Provost for International Services, Academic Integrity, and Dean of the Graduate School forms a review committee that includes the awardees from the previous two years. With input from the committee, **the Associate Provost for International Services, Academic Integrity, and Dean of the Graduate School makes the final selection and forwards the nomination packet to [provost@uah.edu](mailto:provost@uah.edu) by March 10, 2023.**

Eligibility and other considerations:

- All graduate faculty (full or affiliate) and professional staff who advise graduate students, regardless of rank, tenure status, or service in administrative rank below dean are eligible after they have served at UAH for a minimum of two years, except those who received this award within the last seven years.
- Nominees must recuse themselves from the selection process at all stages.

**Undergraduate Research and Creative Activity Mentor Award** honors faculty and research staff who demonstrate excellence in supporting collaborative research and creative activity with undergraduate students.

Award: one-time \$750 deposit in recipient's professional development account

Deans, center directors, and department chairs nominate outstanding faculty or research staff members. **All nominations should be submitted as a single pdf file to the appropriate college dean or center director by Friday, February 24, 2023.**

Nomination packages should include:

1. Letter of support from a mentored student outlining the nominee's mentoring skills and how they have impacted the student (one page)
2. Letter of nomination from a dean, center director, or department chair (one page)
3. Current 2 to 4-page CV
4. Self-authored statement of mentoring philosophy including a list of undergraduate students and research /creative projects that the nominee has mentored in the past three years, as well as notable accomplishments achieved by the students

Each college and research center will develop their own procedure for identifying and selecting one candidate from those nominated. **The deans and directors will forward the selected nomination packet to [provost@uah.edu](mailto:provost@uah.edu) by March 10, 2023.**

Eligibility and other considerations:

- All full-time faculty and professional research staff, regardless of rank, tenure status, or service in administrative rank below dean, who mentor undergraduate students in research and creative activities are eligible after they have served at UAH for a minimum of two years, except those who received this award within the last seven years.
- Nominees must recuse themselves from the selection process at all stages.
- Nominees should demonstrate excellence in areas such as
  - teaching of research- and project-based undergraduate courses
  - guiding undergraduate student theses, honors, capstone, and creative projects
  - sponsoring UAH RCEU projects
  - writing proposals, receiving grants, and creating programs that include research and creative opportunities for undergraduate students
  - encouraging undergraduate students to disseminate their work and participate in on-and off-campus symposia, conferences, performances, etc.
  - collaborating with undergraduate students on publications
  - mentoring and preparing undergraduate students for graduate school, professional school, and career success
  - extending mentorship outside the classroom, by going above and beyond expectations of their position

A **selection committee** composed of the Director of Undergraduate Research, Associate Deans, Associate Provost, Associate Vice President for Research and Economic Development, and the previous years' award winners will review applications and **recommend up to two awardees to the Provost**. The Provost, in consultation with the Vice President for Research and Economic Development, will make the final decision.