



FACULTY/STAFF EXCELLENCE AWARDS

Preparation and Submission of Nomination Packets

Nomination packets must adhere to the following instructions and page limitations to be accepted by the Chancellor's Office.

Place in a single manila folder, one copy of each item described below for each nominee. Clearly identify the name of the nominee on the tab of the folder. Please do not use special folders or binders. Submit the folder to the college or school selection committee by the date specified in the annual solicitation for nominations. Department chairs (or equivalent administrators) are expected to cooperate as needed in assembling the required information.

The contents of each packet should be as follows, minimum 12-point font:

Table of Contents

Letter of Nomination (limited to four pages) Focus on accomplishments during the most recent five-year period.

Biographical Data (limited to six pages-a standard curriculum vitae is inappropriate) Please provide in the order listed below:

- Name of nominee and award for which he or she is being nominated
- Current position (title, rank, department, or unit)
- Number of years in this position
- Number of years at the University of Arkansas at Pine Bluff
- Degrees held (source and date)
- Employment history (previous positions, years; list most recent first)
- Honors and awards
- Membership in professional and honorary societies (note offices held)
- List of courses taught in each of the five years prior to nomination (provide the full course title and not just the course number)
- Scholarly and Professional Accomplishments: List of articles and books published and professional accomplishments within the last five years (please provide the complete citation). If there are particularly significant accomplishments before the last five years, those may be referenced in the letter of nomination. Do not submit copies of work(s). The selection committee may request these if desired. Only the contents of the packet as specified above will be sent to the members of the national selection committee.

Applicants for the *Faculty Excellence Award in Teaching* should note carefully the importance of addressing the topic of assessment. The application must include a description of how the applicant has used assessment to improve course content, pedagogy, or degree program outcomes. Applications which do not address this important teaching dimension will not be forwarded to the national selection panel.

Letters of Endorsement (limited to one page each) Letters of endorsement may be provided from up to six people who can speak to the award criteria. Letters from students who are likely to be subsequently advised or evaluated by the faculty nominee are discouraged. Standard, anonymous student evaluations and individual letters from graduates are appropriate. The perspective or status of the authors of the letters should be clearly identified, either in the letter itself or by the person who prepares the nomination packet as well as their title, e.g., Professor of English, or Alumnus, or Dean of Arts, or Student, etc.

The total packet requires a Table of Contents and a **maximum** of 16 pages.

Note: Nomination packets exceeding the above pages limits will not be considered.