

UNIVERSITY OF SOUTH CAROLINA
2007-2008 SUMMARY OF NOMINATION PROCESSES FOR FACULTY AWARDS

Russell Research and USC Educational Foundation Research Awards

<http://www.sc.edu/provost/researchawards.shtml>

Nomination Process:

Nominations for the awards may be made by any university faculty member at all USC campuses (including self-nominations). The nominator should send a letter of intent to nominate to the committee chair and then schedule a meeting with the committee chair to discuss the organization of the nomination file **prior** to submission of the file. Letters of intent should be emailed to:

The Humanities and Social Sciences Chair: ResearchHum@sc.edu

The Science, Mathematics, and Engineering Chair: ResearchScience@sc.edu

The Health Sciences Chair: ResearchHS@sc.edu

The Professional Schools Chair: ResearchProfessional@sc.edu

Required Materials for Nominee's file:

After the conversation with the committee chair, the nominee's file should be organized according to the following format:

1. Brief introductory statement by nominator (concerning the nominee's research accomplishments and the reasons the individual should be considered for the award);
2. A complete resume including a list of nominee's publications;
3. Relevant sample reprints and/or other supporting materials;
4. One letter of support from within the University appraising the significance of the research submitted for consideration (to be solicited by the nominator);
5. Three letters of support from outside evaluators who are qualified to evaluate the subject matter of the research submitted for consideration (to be solicited by the nominator).

Submission Deadline:

Nominee's files are due to the chair of the appropriate selection committee by February 1, 2008. The selection committees will choose the winners. The winners will be announced at the spring General Faculty Meeting.

USC Educational Foundation Outstanding Service Award

<http://www.sc.edu/provost/servinfo.shtml>

Nomination Process:

Academic deans, department chairs and directors at all USC campuses may nominate up to three faculty members from their respective units for award consideration. The criteria for selection are as follows:

1. Nominees must be full-time tenure track faculty members on the Columbia or regional campuses.

2. Nominees must have a truly exemplary record of public service outside the University, and/or service within the University on the campus-wide level.
3. The dean's, department chair's, director's nomination letter should document the service activities of the nominee. The nomination letter should not contain outside letters of support.

Required Materials for Nominee's file:

1. Nomination form (This can be downloaded at www.sc.edu/provost/forms.)
2. The nomination letter documenting the service activities of the nominee. The nomination letter should not contain outside letters of support
3. Two-page personal statement
4. Curriculum vitae highlighting service.

Submission Deadline:

Nominee's files are due to the Office of the Provost by February 1, 2008. The Provost will make a recommendation to President Sorensen, who will select the winner. The winner will be announced at the spring General Faculty Meeting.

Carolina Trustee Professorship

<http://www.sc.edu/provost/carolinatrustee.shtml>

Nomination Process:

Nominations may be submitted by students, faculty, department chairs, and deans at all USC campuses.

Required Materials for Nominee's file:

1. Nomination form (This can be found at www.sc.edu/provost/forms.)
2. Curriculum vitae
3. Short narrative summary of the nominee's teaching performance, during the past three years
4. Research accomplishments, during the past three years
5. Public service activities during the past three years
6. Letter of recommendation from the nominee's immediate academic supervisor
7. Two-page statement from the nominee.

Submission Deadline:

Nominee's files are due to the Office of the Provost by February 1, 2008. The Selection Committee will recommend a recipient to the Academic Affairs and Faculty Liaison Committee of the Board for approval and recommendation to the full Board. The winner will be announced at the spring General Faculty Meeting and spring commencement dinner.

Michael J. Mungo Undergraduate Teaching Award

<http://www.sc.edu/provost/munginfo.shtml>

Nomination Process:

Nominations will be accepted from USC Columbia students, faculty, department chairs, and deans. Eligible full-time tenured or tenure track faculty members who have taught at USC at least three years may be nominated or may self nominate. **A nomination form and a brief memo or letter stating the reasons the individual is being nominated for the award should be submitted to the Office of the Provost by December 14, 2007.** Nomination forms can be downloaded at www.sc.edu/provost/forms. Nominees will then be contacted by the Office of the Provost and asked to submit the materials below.

Required Materials for Nominee's file: (8 page limit)

1. A three-page vita which includes tenure status and faculty rank
2. A three-page narrative which summarizes the candidate's philosophy of teaching, involvement in undergraduate teaching, advising, and mentoring of undergraduate students
3. A two page summary from chair or colleague summarizing teaching, research, advisement, mentoring activities, awards. Suggestions for two-page summary:
 - a. Course or Program Development such as courses taught/developed, program development or revision, instructional materials developed for students, uses of current and emerging technologies
 - b. Advisement and career counseling such as development of advisement materials, awards or recognitions
 - c. Research or independent study supervision such as nature and quality of student performance, nature and quality of supervision, nature and quality of outcomes or products
 - d. Mentoring and instructional support to colleagues and teaching assistants, excerpts of letters from those assisted, description of support offered
 - e. Research and writing in the discipline or profession (and related specifically to teaching) such as: publications, seminars, presentations, video or other technology- based productions, portfolios, exhibits, concerts
 - f. Delivery of instruction, syllabi, course requirements and assessment approaches
 - g. Evaluation of student learning, student generated products, examples of completed assignments
 - h. Awards for teaching and advising

Submission Deadline:

Nominee's files are due to the Office of the Provost by February 1, 2008. The selection committee will make a recommendation to the Provost, who will select the winner. The winners will be announced at the spring General Faculty Meeting.

Michael J. Mungo Graduate Teaching Award

<http://www.sc.edu/provost/mungradinfo.shtml>

Nomination Process:

Nominations will be accepted from USC Columbia students, faculty, department chairs, and deans. Eligible full-time tenured or tenure track faculty members who have taught at USC at least three years may be nominated or may self nominate. **A nomination form and a brief memo or letter stating the reasons the individual is being nominated for the award should be submitted to the Office of the Provost by December 14, 2007.** Nomination forms can be downloaded at www.sc.edu/provost/forms. Nominees will then be contacted by the Office of the Provost and asked to submit the materials below.

Required Materials for Nominee's file: (8 page limit)

1. A three-page vita which includes tenure status and faculty rank
2. A three-page narrative which summarizes the candidate's philosophy of teaching, involvement in undergraduate teaching, advising, and mentoring of undergraduate students
3. A two page summary from chair or colleague summarizing teaching, research, advisement, mentoring activities, awards. Suggestions for two-page summary:
 - a. Course or program development such as courses taught/developed; program development for graduate students; instructional materials developed for graduate students
 - b. Advisement and career counseling such as development of advisement materials; examples of assistance to students in job placement
 - c. Supervision of graduate thesis, portfolios, and dissertations; nature and quality of the student performance; nature and quality of the outcomes of the products, to include examples of papers published with students
 - d. Mentoring of graduate students, excerpts from letters from those whom the candidate has helped (e.g. students, employers, faculty at other institutions, or others); descriptions of support offered
 - e. Instructional material developed regarding graduate teaching
 - f. Delivery of instruction such as syllabi; course requirements and assessment approaches
 - g. Evaluation of student learning such as student generated products; examples of completed assignments
 - h. Awards or other recognition for graduate teaching

Submission Deadline:

Nominee's files are due to the Office of the Provost by February 1, 2008. The selection committee will make a recommendation to the Provost, who will select the winner. The winner will be announced at the spring General Faculty Meeting.

Michael J. Mungo Distinguished Professor of the Year Award

<http://www.sc.edu/provost/mungo.shtml>

Nomination Process:

Nominations may be submitted by USC Columbia students, faculty members, administrators and alumni. . A nomination form and an individually signed letters including a statement of support should be submitted to the chair of the selection committee at the following address:

Dr. Richard Showman
Department of Biological Sciences
Coker Life Sciences 511
Campus Mail or Columbia, SC 29208
showman@sc.edu

Nomination forms can be downloaded at www.sc.edu/provost/forms. **Nominations will be accepted during the fall and spring semesters until February 25, 2008.**

Required Materials for Nominee's file:

Nominees are not required to submit any materials. The selection committee composed of students and former winners of the award evaluates the nominations and determines the list of finalists. Members of the selection committee visit the finalists' classes, interview the finalists and the finalists' colleagues, and poll the students in the finalists' classes.

Submission Deadline:

Nominations will be accepted during the fall and spring semesters until February 25, 2008. The selection committee will choose the winner. The winner will be announced at the spring General Faculty Meeting.

Ada B. Thomas Outstanding Faculty/Staff Advisor Award

<http://nrc.fye.sc.edu/univ101/ada>

Nomination Process:

Any USC Columbia student, faculty, staff, or alumni can nominate an advisor for the award. **An online nomination form should be completed at <http://nrc.fye.sc.edu/univ101/ada> by February 1, 2008.** The criteria for selection are:

1. Advisor must be a full-time faculty/staff person who advises undergraduate students.
2. Demonstrates personal concern for students and strong commitment to USC.
3. Has the students' best interests at heart.
4. Acts as an advisor-mentor, giving adequate time to understanding and advising students.
5. Is accessible to students throughout the academic year.
6. Is knowledgeable and competent in academic requirements, alternatives, and procedures.
7. Seeks to improve advising skills and keeps up with changes in regulations and procedures.
8. Knows how, when, and where to refer.

Required Materials for Nominee's file:

Nominees are not required to submit any additional materials.

Submission Deadline:

Nominations should be submitted using the online nomination form by February 1, 2008.

The selection committee will choose the winner. The winner will be announced at the spring General Faculty Meeting.

For more information, contact the Office of the Provost at provost@sc.edu or 777-2808.