

UNIVERSITY OF SOUTH CAROLINA

2011-2012 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). Multiple nominations may be made from the same department. The nominee's material considered for the award must primarily be performed at the University of South Carolina. The award will be made for either a significant contribution or achievements over a lifetime. The nominator should send a letter of intent to nominate to the committee chair and then discuss with the committee chair the organization of the nomination file **prior** to submission of the file. The meeting with the committee chair should occur no later than **January 13, 2012**. Letters of intent should be emailed to:

The Humanities & Social Sciences Chair: Nicholas Vazsonyi nvazsony@mailbox.sc.edu

The Science, Math, and Engineering Chair: Hanif Chaudhry chaudhry@cec.sc.edu

The Health Sciences Chair: Mark Davis markd@mailbox.sc.edu

The Professional Schools Chair: Erik Drasgow drasgow@mailbox.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) (submitted in 12 point font/ 1" margins);
2. A complete resume including a list of nominee's publications; graduate students supervised, research funding, and major awards,
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, mailed or emailed directly to committee chair listed above);
5. Two 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, and mailed or emailed directly to committee chair listed above).

Submission Deadline:

Nominee's files are due to the chair of the appropriate selection committee by February 6, 2012. The selection committees will choose the winners. The winners will be announced at the Spring Faculty Awards Ceremony.

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/AwardNominationForm.pdf.)
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, 2012. The Provost will make a recommendation to the President, who will select the winner. The winner will be announced at the Spring Faculty Awards Ceremony.

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/AwardNominationForm.pdf.)
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, 2012. 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 Faculty Awards Ceremony and spring commencement dinner.

Clinical Practice Teaching Award

Nomination Process

Nominations will be accepted from students, faculty, department chairs, and deans from the colleges of medicine, nursing, pharmacy, public health, and social work. Eligible full-time, non-tenure track faculty members (employed by USC) who have taught in clinical practice courses 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 16, 2011.** Nomination forms can be downloaded at www.sc.edu/provost/forms/AwardNominationForm.pdf. The nomination should be accompanied by a letter from the nominee's dean or chair attesting that the nominator is from an eligible college/school and that the nominee has actively participated in clinical practice teaching for each of the past three years. Nominees will then be contacted by the Office of the Provost and requested to submit the materials below.

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

1. A three-page vita which includes faculty rank and status
2. A three-page narrative which summarizes the candidate's philosophy of teaching, involvement in clinical teaching and practice, advising, and mentoring of health science students
3. A two page summary from chair or colleague summarizing clinical 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, clinical 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 clinical 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 clinical instruction, syllabi, course requirements and assessment approaches
 - g. Evaluation of student learning, student generated products, examples of completed assignments
 - h. Awards for clinical teaching and advising

Process and Submission Deadline:

Nominee's files are due to the Office of the Provost by February 1, 2012. The selection committee will recommend two award winners to the Provost. The winners will be presented at the Spring Faculty Awards Ceremony.

John J. Duffy Excellence in Teaching Award

Nomination Process:

Nominations will be submitted by each USC regional campus including Extended University to the Regional Campuses Welfare Committee. Eligible full-time regional campus faculty may be nominated. Each campus will decide how the nomination process takes place at the institutional level. There is a limit of five (5) nominees per campus allowing each campus' division, if desired, to have a nominee.

Required Materials for Nominee's file:

1. A vita
2. A narrative which summarizes the candidate's philosophy of teaching, involvement in teaching, advising, and mentoring of students.
3. A summary of teaching, research, advisement, mentoring activities, awards.
Suggestions for the 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, excerpts of letters from those assisted, description of support offered
 - e. Research and writing in the discipline or profession shown to have helped improve/refine teaching (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. Class sizes
 - i. Assessment results (such as Standardized Assessment tests, exit exams)
 - j. Professional growth activities leading to improved teaching
 - k. Community service activities leading to improved teaching
4. The submitted material has a 10-page limit not including the vita, and should be in PDF format.
5. A brief note from the Division Chair approving the nominee's file.

The selection committee will make a recommendation to the Vice Provost and Executive Dean of System Affairs and Extended University, who will select the winner. The winner will be announced at the Spring Faculty Awards Ceremony.

Michael J. Mungo Undergraduate Teaching Award

<http://www.sc.edu/provost/mungoinfo.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 16, 2011.** Nomination forms can be downloaded at www.sc.edu/provost/forms/AwardNominationForm.pdf. 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 (12 point font/1" margins)
3. A two page summary from chair or colleague summarizing teaching, research, advisement, mentoring activities, awards, etc.. 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, 2012. The selection committee will make a recommendation to the Provost, who will select the winner. The winners will be announced at the Spring Faculty Awards Ceremony.

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 five 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 16, 2011.** Nomination forms can be downloaded at www.sc.edu/provost/forms/AwardNominationForm.pdf. Nominees will then be contacted by the Office of the Provost and asked to submit the materials below.

Required Materials for Nominee's file: (10 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 graduate teaching, advising, and mentoring of undergraduate students
3. A two page summary from chair summarizing teaching, research, advisement, mentoring activities, awards, etc. Suggestions for two-page summary:
 - a. A summary of numerical teaching evaluations with class size (number) included and comparison of scores with department and college means
 - 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
4. An example of a graduate syllabus (This is an addendum to the 10 page limit.)

Submission Deadline:

Nominee's files are due to the Office of the Provost by February 1, 2012. The selection committee will make a recommendation to the Provost, who will select the winner. The winner will be announced at the Spring Faculty Awards Ceremony.

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 letter, 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/AwardNominationForm.pdf.

Nominations will be accepted during the fall and spring semesters until February 9, 2012.

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 9, 2012.

The selection committee will choose the winner. The winner will be announced at the Spring Faculty Awards Ceremony.

Ada B. Thomas Outstanding Faculty/Staff Advisor Award

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

Nomination Process:

Nominations will be accepted from USC Columbia students, faculty, staff or alumni. Since this award recognizes quality advising, nominations from students are particularly welcomed. Two awards will be given each year, one to a faculty member and one to a staff member. **A nomination form should be submitted to the Office of the Provost by December 16, 2011.** Nomination forms can be downloaded at www.sc.edu/provost/forms/AwardNominationForm.pdf. Nominees will then be contacted by the Office of the Provost and asked to submit the materials below.

Criteria for Selection

1. Advisor is a full-time faculty/staff person who advises undergraduate students.
2. Advisor demonstrates concern for students.
3. Advisor is knowledgeable of academic requirements, alternatives, and procedures.
4. Advisor knows how, when, and where to refer students for additional assistance.
5. Advisor engages in activities to improve advising skills and to remain current with policies and procedures.

Required Materials for Nominee's file:

1. A resume/vita (maximum of 3 pages) which includes advising experience
2. A narrative (maximum of 3 pages) which includes advising philosophy
3. A letter from the supervisor or department head
4. Letters of support (from students, colleagues, alums, etc.) – maximum of three

Submission Deadline:

Nominee's files are due to the Office of the Provost by February 1, 2012. The selection committee uses the award criteria to select the winner. The winner will be announced at the Spring Faculty Awards Ceremony.

For more information, contact Sarah Livingston, Office of the Provost at livings@mailbox.sc.edu or 777-2808.

***Each of these awards is a one-time career award and former winners are not eligible for re-nomination. This does not preclude past winner nominations for different faculty awards.**