

2021 Faculty Awards Nomination and Selection Process

Nomination Process:

- Nominations may be submitted by any faculty member, staff member, chair, vice chair, dean, assistant or associate dean, or other administrator. A person may not self-nominate.
- Nominators may only submit one nomination for each award each year.
- The nominator is responsible for collecting, verifying completeness and accuracy, and submitting nomination materials in one Word or PDF file.
 - Please email Lynn Shiflet at shiflet2@greenvillemed.sc.edu if compiled file creation assistance is needed.

Nomination is a two-step process.

Step 1: A call for nominations is sent via SOMG communications and includes a digital form. The form is to be completed by the nominator and must include all requested information in one file and submitted by the stated deadline. Information requested may include:

- 1) letter of recommendation from nominator that addresses the stated award criteria with specific supporting examples,
- 2) a brief supporting letter of recommendation from nominee's supervisor (if applicable), and
- 3) any other relevant supporting documentation provided by nominator such as a CV, evaluations, or other documentation given to the nominator by the person they wish to nominate

****Nominator may choose to inform nominee of the nomination but may also remain anonymous. ****

Step 2: The nomination team will send a notification to the nominees of their nomination, request their willingness to continue in the process, request information on if/which/when they have received an award in the past, and provide an opportunity to offer supporting documentation.

The nomination team will review all nominations to ensure all materials are included and forward complete nominations to the selection committee within 10 business days of nomination deadline.

Selection Committee & Rating Process:

- Invitation to serve on selection committee will be sent to all faculty when the call for nominations is distributed. Selection will be determined by the deadline date for nominations.

- All faculty are eligible to serve on the Selection Committee, but members must recuse themselves from discussion about any award for which they are nominated.
- Attempts will be made to balance the number of clinical and BMS faculty for selection of each award.
- The nomination team will provide all materials to the Selection Committee.
- The Selection Committee will use a Smartsheet scoring chart to individually rate each nominee. Ratings will be completed separately such that raters will not have access to other committee members' ratings.
 - During the rating process, committee members can also rank order their selections.
- The nomination team will review and compile all ratings and rankings, sharing with the Selection Committee an aggregate set of scores. The Selection Committee will make the final determination, except for the Dean's Award, which will be selected by the Dean.