

## 2022 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 asked to please work with their nominee to compile nomination materials and submit them together in one Word or PDF file.
- Please email Lynn Shiflet at [shiflet2@greenvillemed.sc.edu](mailto: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 directing nominators to the Faculty Awards webpage. Award details and a digital nomination form are located there. The form is to be completed by the nominator and requested information should be submitted in one file by the stated deadline. Information requested includes:

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

### Step 2:

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:**

- An invitation to serve on the selection committee will be sent to all faculty when the call for nominations is distributed. Members 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.