

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 nominee is responsible for collecting, verifying completeness and accuracy, and submitting nomination materials in a single Word or PDF file.

Nomination is a two-step process.

Step 1: A call for nominations is sent via SOMG communications directing nominators to the Faculty Awards. A nomination form must be completed by the nominator, and requested information should be submitted in one file by the stated deadline.

****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 about 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.

- 1) (REQUIRED) A copy of the nominee's CV
- 2) (OPTIONAL) a brief supporting letter of recommendation from nominator, nominee's supervisor, and/or a colleague
- 3) (OPTIONAL) any other relevant supporting documentation, such as teaching evaluations or other documentation given to the nominator by the person they wish to nominate

The nomination team will review all nominations to ensure all materials are included and forward complete nominations to the selection committee.

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.
- 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 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 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.