

Call for Nominations
REGENTS' AWARDS

The Regents' Award is an annual University-funded award that may be given for superior accomplishments of full-time Regular faculty in any of the following:

Superior Teaching
Superior Research and Creative/Scholarly Activity
Superior Professional and University Service and Public Outreach

CRITERIA

Supporting documentation should relate directly to the individual's accomplishments in the award are for which the individual is under consideration (teaching, research and creative/scholarly activity, and professional and University service and public outreach). The documentation should be derived from as many as possible of the following sources of evaluation: faculty colleagues; undergraduate, graduate, and professional students; residents; fellows; alumni; departmental chairs; and personnel committees; as well as from off-campus sources where appropriate.

See [Section 3.11.1](#) of the [HSC Faculty Handbook](#) for more information.

TIME SCHEDULE

Academic Unit	DEADLINE SET BY EACH COLLEGE DEAN
Dean	By November 29, 2018 the College Dean sends one electronic and one hard copy of each nomination and recommendations to the Senior Vice President and Provost. The Senior Vice President and Provost refers all nominations and recommendations to the Council on Faculty Awards and Honors
Council on Faculty Awards and Honors	By January 22, 2019 the Council on Faculty Awards and Honors recommends to the Senior Vice President and Provost
Senior Vice President and Provost	By February 4, 2019 the Senior Vice President and Provost recommends to the President

ELECTRONIC TRANSMISSION and HARD COPY OF NOMINATIONS: *

An electronic dossier for each nomination is to be submitted by the Dean's Office via e-mail, to the Provost's Office for placement on a secured website accessible to University Council on Faculty Awards and Honors members only. Please see the Guidelines for Nomination Materials Submitted for University Awards (page 3) for information regarding hard copy nominations.

NOMINATION PROCEDURES

1. The Senior Vice President and Provosts will solicit recommendations for the awards during the Fall semester and announce appropriate schedules for processing the nominations.
2. An academic unit may submit no more than a total of two names for each of the Regents' Awards. The name of each person recommended for nomination by the academic unit should be supported by substantiating statements as described under Criteria for Selection. The suggested nominations and supporting information are to be sent to the dean of the academic unit. The dean will transmit to the appropriate Senior Vice President and Provost names of nominees and all substantiating data and will append, for each nominee, his or her own statement of endorsement. The Vice President for Research from each campus shall share in the evaluation of nominees for the Regents' Award for Superior Research and

Creative/Scholarly Activity. The University Council on Faculty Awards and Honors will consider the nominations and make its recommendations through the Senior Vice Presidents and Provosts to the President.

SELECTION PROCEDURES

1. The University Council on Faculty Awards and Honors shall consider only the formal nominations. The Council may seek additional data about the nominees from such sources as are appropriate.
2. The Council shall recommend to the President, through the Senior Vice President and Provosts, as many as nine faculty members for the awards, with the understanding the majority of the awards will be given for Superior Teaching. The Council also shall transmit all substantiating materials pertaining to all nominees. The Senior Vice President and Provosts will review the nominees and forward their recommendations, along with all substantiating materials, to the President, who will make recommendations to the Board of Regents for consideration.
3. The final selection of the recipients will be made by the Board of Regents.

ANNOUNCEMENT

The recipients of the Regents' Award for Superior Teaching, Regents' Award for Superior Research and Creative/Scholarly Activity, and Regents' Award for Superior Professional and University Service and Public Outreach, will be announced by the Board of Regents at the Spring General Faculty Meeting.

PERQUISITES

Each award will consist of affixing the recipient's name to a permanent plaque in a prominent and suitable location and a cash award of \$10,000. A certificate suitable for framing will be presented to the recipient.

(Regents, 9-14-17)

**REGENTS' AWARDS –
SUPERIOR TEACHING; SUPERIOR RESEARCH AND CREATIVE/SCHOLARLY ACTIVITY;
SUPERIOR PROFESSIONAL AND UNIVERSITY SERVICE AND PUBLIC OUTREACH**

GUIDELINES FOR NOMINATION MATERIALS SUBMITTED

The University Council on Faculty Awards and Honors (UCFAH) requests that the following guidelines are followed for nominations submitted for the Regents' Awards – Superior Teaching; Superior Research and Creative/Scholarly Activity; Superior Professional and University Service and Public Outreach:

(1) ELECTRONIC TRANSMISSION OF NOMINATIONS: *

An electronic dossier for each nomination is to be submitted by the Dean's Office, [via e-mail](#), to the Provost's Office for placement on a secured website accessible to University Council on Faculty Awards and Honors members only.

(2) HARD COPY NOMINATIONS: *

Hard copy dossiers (**one unbound copy**) are still required for departmental and college review committees, the Dean, the Provost, and the President. **FOLDERS AND NOTEBOOKS ARE NOT ACCEPTABLE.** Double-sided copying of the materials in the dossier is encouraged wherever possible to reduce volume and weight. [DO NOT SEND ORIGINALS.](#)

(3) Faculty Awards Cover Page (see page 3). No other cover document will be accepted.

(4) Include a One-Page Index

(5) The following sequence should be followed:

a. Letter from the College Dean

The letter from the College Dean is an important part of the nomination package when the Faculty Awards Council considers nominations from different Colleges and Units across the University, often for the same award(s). Two points are worth emphasizing. **First**, Deans should not think about their letter just from an advocacy perspective of lobbying for a nominee from their College as aggressively as they can. Nomination letters that are individualized, balanced and realistic can often be more credible. The less the Dean regards the letter as a cheer-leader exercise, and the more s/he steps up to a bigger-picture overall University frame of reference, the better the decision making of the Faculty Awards Council is likely to be. **Second**, the Dean's letter for an award should focus on the specific criteria that have been enumerated for that particular award. Final selections are based on these specified criteria, and the more the letter is focused on these criteria, the more relevant it will be for the Faculty Awards Council.

b. Letter of Nomination - This is the **most substantive core of the nomination package** and should be written with that in mind. It should outline the candidate's qualifications for the award and should be a synopsis of the entire application. A three- or four-page letter is not too long as the person (or committee) nominating the candidate must point out how the candidate meets the requirements for the award. Look at the criteria for selection of recipients and address each point. Include innovative teaching, research and/or service. The letter should be in plain English without jargon and technical terms so that it can be understood by all the faculty members on the Council. The nominator should distinguish between normal expectations of faculty performance in their department and extraordinary achievements.

c. Short Biography (about 100 words)

d. Curriculum Vitae (complete)

e. Letters of Support - No more than ten letters from students, current or graduate, OU faculty, or professional colleagues should be included. (Additional letters will be removed.) For teaching awards, letters from students are appropriate; whereas letters from professional colleagues are suitable for research awards. Service awards should

be supported by letters from other faculty or individuals who have worked with the candidate in service-related areas. It is wise to solicit more letters than can be used then select from those the most appropriate to include in the application. Letters should be limited to five or fewer pages and specifically address award criteria.

- f. **Other Supporting Materials** - For teaching awards, include average scores from student evaluation forms. Departments should clarify to the extent possible the teacher evaluation material that is included in the dossiers. Numerical comparisons are helpful but items of comparison should be made clear in the presentations. A one-page summary could be helpful if presented clearly while pages of un-summarized evaluations are less helpful. Also, written comments by students can be useful.
- (6) The quality and clarity of the documentation and direct application to the award criteria are more important than the length of the dossiers.
 - (7) In accordance with Regents' policy, academic units may submit no more than a total of two names for all the Regents' awards (teaching, research and creative activity, and professional and university service).

*** The nomination packet should contain only the items listed above unless stated otherwise ***