



Dear Faculty,

We are excited to announce that nominations are now being accepted for the **Distinguished Faculty Awards for 2024**.

As you are aware, each year the university recognizes three faculty members who have made outstanding contributions in the areas of teaching, research and service. Please refer to information in this memo describing the selection and presentation process, award criteria, and the nomination form.

Each honoree will receive an inscribed award, a medallion, and a cash award of \$7,500. A faculty member may receive a particular award (teaching, research, or service) only once, but may receive each of the three awards.

The deadline for submitting nominations to each College Selection Committee is **Friday, March 22, 2024**.

Each College Selection Committee will forward the names and materials of their nominees to the Office of the Provost no later than **Friday, April 19, 2024**.

If you have any questions about this process, please reach out to Karin Keith (keithkj@etsu.edu) or 423-439-4811.

Thank you for all you do for ETSU.

Best,

A handwritten signature in blue ink that reads "Kimberly D. McCorkle".

Kimberly D. McCorkle

Provost and Senior Vice President for Academic Affairs



## Selection and Presentation Process

Each year, ETSU will recognize outstanding faculty achievement with three awards, one each for teaching, research/scholarship/creative activity, and service. Each college can nominate one candidate for each award from the college's faculty. Criteria for each award as well as materials required for the nomination packets are outlined. These awards are meant to recognize excellence in teaching, research/scholarship/creative activity, and service while employed at ETSU. While each award is intended to highlight excellence in a single area, the nominees are expected to demonstrate contributions in the areas that are not directly related to their award nomination.

An outstanding nominee is to be chosen for superior achievement in teaching, research/scholarship/creative activity, or service cited in the nomination statements submitted. The nomination statement should clearly indicate how the nominee has demonstrated outstanding achievement in the area of teaching, research/scholarship/creative activity, or service. The statement should also indicate the faculty member's accomplishments in other areas of responsibility.

## Nominations

Department nominations should be sent to the office of the appropriate dean no later than **Friday, March 22, 2024**. Nomination forms for department nominations will be reviewed by the appropriate college selection committee. Each college will send materials for each of their nominees to the Office of the Provost by **Friday, April 19, 2024**.

Colleges should adopt specific policies and procedures for submitting nominations. Colleges may consider re-nominating worthy candidates, even though they have not been chosen by the University Selection Committee before.

Nominees and college selection committees are expected to use discretion with regards to the content of the nomination packets. Packets should include only material relevant to the award criteria. Examples of materials that are non-essential and should be excluded include:

- Conference program booklets;
- Committee meeting announcements, agendas, minutes, etc.;
- Thank you letters for the nominee; and
- Copies of anything equally accounted for in a vita.

## Selection

### *College Selection Committee*



Each college dean will select faculty members from his/her college, or use an appropriate existing committee, to serve on a College Selection Committee for each individual college.

College Selection Committee shall seek to identify the outstanding nominees in its college, based on the nomination materials submitted for each award. The [Policy on Definition of Faculty and Types of Faculty Appointments](#) can help nominators determine if an individual is eligible for nomination. Each College Selection Committee will submit its outstanding nominees for each category with a composite supporting statement and nomination materials to a campus-wide ad hoc University Selection Committee through the Provost's office by **Friday, April 19, 2024**.

### ***University Selection Committee***

This University Selection Committee, chosen by the Provost in consultation with the deans, will have appropriate representation from the colleges. Members of College Selection Committees are not eligible to serve on the University Selection Committee for that year. The task of the University Selection Committee is to choose from the outstanding nominees, the faculty member to receive each of the three faculty awards. This committee will also submit a composite supporting statement for each nominee, along with the nomination materials.

A list of the nominees will not be released. Nomination statements will be kept strictly confidential and the name of the person chosen to receive each award will be maintained in strict confidence until the awards are presented. All completed nomination forms will be maintained until the presentation of awards, after which time they will be destroyed.

### **Presentation**

Awards shall be presented by the Provost at the Annual Faculty Convocation. Each award shall consist of an appropriately inscribed award, a medallion, and a monetary award of no less than seven thousand five hundred dollars (\$7,500). A faculty member may receive a particular award (teaching, research, or service) only once, but may receive each of the three awards.

### **Award Criteria**

#### **Faculty Teaching Award Criteria**

The Faculty Teaching Award will be given for consistently superior teaching accomplishments. The teaching considered may be either undergraduate, graduate or both. Only teaching that applies to ETSU students, regardless of the teaching venue or modality, will be considered in making this award. The nominee must be a full-time faculty member as defined in the [Policy on Definition of Faculty and Types of Faculty Appointments](#) and have completed at least three (3) full years in service at ETSU. Faculty who have achieved emeritus status no more than one year prior to the nomination are also eligible.



The nomination packet must include the documents listed below.

- Nomination form
- Reflection (limited to 2 pages) that addresses:
  - How nominee enacts teaching philosophy;
  - Discussion about how teaching has evolved and what contributed to the development;
- Letter of support from dean (limited to 1 page)
- Sample of Student Assessment Instruction (limited to 1 course)
- Curriculum Vita

### **Faculty Research/Scholarship/Creative Activity Award Criteria**

The Faculty Research Award will be given for superior research/scholarship/creative accomplishments. The work for which the award is given must result in publication(s) or in comparable accomplishment(s) in the arts and will only be considered if it was accomplished while serving as a faculty member at ETSU. The nominee must be a full-time faculty member as defined in the [Policy on Definition of Faculty and Types of Faculty Appointments](#) and have completed at least three (3) full years in service at ETSU. Faculty who have achieved emeritus status no more than one year prior to the nomination are also eligible.

The nomination packet must include the documents listed below.

- Nomination form
- Reflection (limited to 2 pages) that addresses:
  - Impact of Research;
  - Discussion about how research has evolved and what contributed to the development;
- Letter of support from dean (limited to 1 page)
- Sample of published research (limited to 1 publication)
- Curriculum Vita

### **Faculty Service Award Criteria**

The Faculty Service Award will be given for distinguished service accomplishments achieved during a substantial period prior to the award. The service considered may have been provided to a department, the college, the institution, professional organizations, community organizations, the general public, or a combination of these. Service for which the faculty member received compensation will not be considered in making this award. (Expenses and modest honoraria are not considered compensation.) Only service performed while employed at ETSU will be considered in making this award. The nominee must be a full-time faculty member as defined in the [Policy on Definition of Faculty and Types of Faculty Appointments](#) and have



completed at least three (3) full years in service at ETSU. Faculty who have achieved emeritus status no more than one year prior to the nomination are also eligible.

The nomination packet must include the documents listed below.

- Nomination form
- Reflection (limited to 2 pages) that addresses:
  - Service Philosophy and Impact of Service, including an approximate number of hours spent engaged in the service;
  - Discussion about how service has evolved and what contributed to the development;
- Letter of support from dean (limited to 1 page)
- Testimonial from recipients of nominee's service (limited to 1 testimonial)
- Curriculum Vita

### Faculty Awards Nomination Form

These awards are given in recognition of faculty who have made outstanding contributions in teaching, research/scholarship/creative activity, and service. Statements in support of a nominee should clearly indicate how commitment to achievement in teaching, research/scholarship/creative activity, or service has been demonstrated. The supporting statement should also describe other areas of faculty involvement in which exemplary performance is evident.

The selection of an outstanding nominee for each award shall not be based on the sheer quantity of nomination forms and supporting materials submitted on that person's behalf. It shall be based on a composite view of the quality of the nominee's work gained from all nominations submitted. Nominations without supporting materials will not be considered. Statements should be concise and descriptive.

Please complete this form and turn it into the Dean of the appropriate college unit no later than **Friday, March 22, 2024.**

**Nominee:**

**College:**

**Award for which the faculty member is nominated. *Highlight/Circle one.***

Teaching

Research/Scholarship/Creative Activity

Service

Consult the criteria for each award to determine the information to be provided regarding the nominee's accomplishments. Use a separate sheet(s) for comment. Comment on achievements demonstrated in the area of the award for which the faculty member is nominated as well as other areas of faculty responsibility.

\_\_\_\_\_  
Signature of Nominator

\_\_\_\_\_  
Printed Name of Nominator