



*The UNIVERSITY of OKLAHOMA®
Health Sciences Center*

Office of the Senior Vice President and Provost

October 10, 2018

MEMORANDUM

TO: HSC Deans, Chairs, and Faculty

FROM: Jason R. Sanders, MD, MBA
Senior Vice President and Provost

SUBJECT: Nominations for Faculty Awards and Honors

Enclosed are Calls for Nominations for the following faculty awards and honors:

- 1) Presidential Professorship
- 2) George Lynn Cross Research Professorship
- 3) David L. Boren Professorship
- 4) David Ross Boyd Professorship
- 5) Regents' Award for Superior Teaching
- 6) Regents' Award for Superior Research and Creative/Scholarly Activity
- 7) Regents' Award for Superior Professional and University Service and Public Outreach
- 8) Good Teaching Award
- 9) Provost's Research Award
- 10) Provost's Teaching Award

As we renew our focus at the OUHSC and University to recognize and celebrate our talented faculty members, please invest the time to identify and nominate meritorious faculty, considering their diversity of contributions and accomplishments.

To ensure a complete and consistent process, [specific guidelines](#) for each award nomination are included. Additionally, new [Guidelines for Nomination Materials Submitted for University Awards](#) are also included to ensure consistent formatting. These guidelines, if followed, will not only strengthen each candidate's documentation, but will also expedite the review process. Please let us know how we can make this process as efficient as possible.

PLEASE NOTE: The University Council on Faculty Awards and Honors, the HSC Research Council, and the HSC Presidential Professorship Selection Committee, have requested receipt of the nomination packets electronically. My office has been working with your faculty affairs staff to accomplish this.

We very much appreciate your time and effort to promote awards and honors for our deserving faculty, which elevates our academic institution, and which enables us to retain and recruit talented faculty to advance our missions.

Enclosures

c: James Tomasek, PhD, Vice President for Research
Marcia Bennett, PhD, Vice Provost for Health Sciences
Valerie Williams, PhD, Vice Provost for Academic Affairs
Grant Skrepnek, PhD, Chair, HSC Research Council
Katherine O'Neal, PharmD, Chair, University Council on Faculty Awards and Honors



AWARDS AND HONORS SUMMARY TIMETABLE
Health Sciences Center
2018-2019

DEADLINE SET BY EACH COLLEGE DEAN	- Nominations for the Following Awards are Due from Department Chair to Dean: <i>(electronically in pdf format and one hard copy)</i> - Presidential Professorships - David L Boren Professorships - David Ross Boyd Professorships - Regents' Awards (<i>Superior Teaching, Superior Research and Creative Activity, and Superior Professional and University Service</i>) - Good Teaching Award
November 29, 2018	- Nominations for the Following Awards are Due from the Dean to Senior Vice President and Provost: <i>(electronically in pdf format and one hard copy)</i> - Presidential Professorships - David L Boren Professorships - David Ross Boyd Professorships - Regents' Awards (<i>Superior Teaching, Superior Research and Creative Activity, and Superior Professional and University Service</i>) - Good Teaching Award
December 7, 2018	- George Lynn Cross Research Professorship Nominations are Due from Department Chair to Vice President for Research <i>(electronically in pdf format and one hard copy)</i> - Provost's <u>Research</u> Award Nominations are Due to the Vice President for Research <i>(electronically in pdf format and one hard copy)</i> - Provost's <u>Teaching</u> Award Nominations are Due to the Vice Provost for Academic Affairs and Faculty Development <i>(electronically in pdf format and one hard copy)</i>
January 22, 2019	HSC Research Council forwards to the Senior Vice President and Provost Recommendations on: - George Lynn Cross Research Professorship - Provost's Research Award Educators for Excellence Advisory Committee forwards to the Senior Vice President and Provost Recommendations on: - Provost's Teaching Award University Council on Faculty Awards and Honors forwards to the Senior Vice President and Provost Recommendations on: - David L Boren Professorship - David Ross Boyd Professorship - Regents' Awards (<i>Superior Teaching, Superior Research and Creative Activity, and Superior Professional and University Service</i>) - Good Teaching Award
February 4, 2019	HSC Presidential Professorships Selection Committee forwards recommendations to the President's Office - Senior Vice President and Provost forwards all other recommendations to the President
March 2019	President submits recommendations to the OU Board of Regents for review and approval

FACULTY AWARDS AND HONORS NOMINATION

David L Boren Professorship • David Ross Boyd Professorship • Regents' Professorship • Presidential Professorship
Regents' Awards: Superior Research • Superior Teaching • Superior Professional & University Service
Good Teaching Award

AWARD

NOMINEE

ACADEMIC TITLE OF NOMINEE

ADMINISTRATIVE TITLE OF NOMINEE (if applicable)

ACADEMIC DEPARTMENT OR SCHOOL

COLLEGE

DEPARTMENT CHAIR'S SIGNATURE

DEAN'S SIGNATURE

If the nominee has received any of the awards listed above, please specify the award(s) and the date(s) received below:

PLEASE NOTE: This information will be used for internal recordkeeping purposes only and will not be used in determining the qualifications for the award in which the nominee is being considered

Call for Nominations

1) PRESIDENTIAL PROFESSORSHIP

QUALIFICATIONS

Presidential Professors are those full-time faculty members who excel in all their professional activities and who relate those activities to the students they teach and mentor. These professors inspire their students; mentor their undergraduate, graduate, and/or professional students; and exemplify to their students (both current and former) and to their colleagues (both at the University and within their disciplines nationwide) the ideals of a scholar through their endeavors in teaching, research and creative/scholarly activity, and professional and University service and public outreach.

See [Section 3.12.4](#) of the [HSC Faculty Handbook](#) for more information.

TIME SCHEDULE

Academic Unit	DEADLINE SET BY COLLEGE DEAN
Dean	By November 29, 2018 , the College Dean forwards one electronic and one hard copy of the nominations of faculty within their college with comments to HSC Senior Vice President and Provost
HSC Presidential Professorship Selection Committee	By February 4, 2019 the HSC Presidential Professorship Selection Committee forwards recommendations to the President
President	By March 2019 the President will make recommendations to the OU Board of Regents

NOMINATIONS MUST INCLUDE

- (1) The nominee's curriculum vitae and faculty evaluations for the previous three years (or since beginning at the University if the nominee has been at the University less than three years).
- (2) A narrative assessment (no more than 5 double-spaced pages) of:
 - a. The impact of the nominee's research and creative activity on his/her students.
 - b. The nominee's contribution to the undergraduate instructional enterprise including such examples as:
 - (1) The effectiveness of lower-division and upper-division undergraduate courses developed and taught by the nominee.
 - (2) The extent of the nominee's involvement with undergraduates in advising and mentoring within the academic discipline. This could include the quantity and quality of the independent study enrollments (3990, 4990, 3960, 3980, etc.). Undergraduate Research Opportunities Program (UROP) and Undergraduate Research Day (URD) sponsorships, Research Experience for Undergraduates (REU) sponsorships, placement of undergraduates in quality graduate programs, number of academic advisees, and the sponsorship of academic clubs or academic honor societies.
 - (3) The extent of the nominee's involvement with the planning and review of the undergraduate program within the academic unit. This could include chairing an undergraduate studies or program committee that undertook major changes in the undergraduate program or other leadership roles within the academic unit, college, or University that resulted in an updated and improved undergraduate program.
 - (4) The extent of the nominee's involvement with undergraduates through University-wide programs such as the freshman Gateway course, freshman seminars, the residence hall adopt-a-faculty program, or other programs outside the classroom.
 - c. The nominee's contribution to the graduate/professional instructional enterprise, including such examples as:

- (1) The effectiveness of graduate/professional courses developed and taught by the nominee.
 - (2) The extent of the nominee's advising and mentoring involvement with graduate/professional students within the academic discipline. This could include numbers of theses and dissertations supervised, publications co-authored with graduate/professional students, number of graduate/professional students supported through external grants and contracts, and the job placement of the nominee's graduate/professional students.
 - (3) The extent of the nominee's involvement with the planning and review of the graduate/professional degree program within the academic unit. This could include chairing a graduate/professional studies or program committee that undertook major changes in the graduate/professional program or other leadership roles within the academic unit, college, or University that resulted in an updated and improved graduate/professional program.
- d. Up to five letters from among current undergraduates or alumni, current or former graduate/professional students, University colleagues, or colleagues within the nominee's academic discipline from other campuses. Among all these letters, there should be commentary attesting to the nominee's ability to excel in all professional activities and relate those activities to the students they teach and mentor. However, any one reference is unlikely to be able to attest to all aspects of a nominee's professional activities.

SELECTION PROCEDURE

- (1) **Initiation.** The President's Office – in conjunction with the Senior Vice President and Provost of the Norman Campus and the Senior Vice President and Provost of the Health Sciences Center – (a) will review the number of vacant Presidential Professorships, (b) will hold three vacancies each year for recruitment leverage, and (c) will issue a Call for Nominations by September 30. Separate selection committees will be constituted on the Norman and Health Sciences Center campuses.
- (2) **Nominations.** Nominations should be prepared by Chairs, Directors, or other faculty groups and forwarded to both the appropriate Dean and Senior Vice President and Provost. Self-nominations will not be accepted. Deans will forward the nominations with their own comments to their campus Senior Vice President and Provost. Each Senior Vice President and Provost will convene his or her campus' selection committee.
- (3) The Selection Committees' selections for the Presidential Professors must be forwarded by **February 4, 2019** to the President's Office along with all nominations and all substantiating materials pertaining to all nominees. The President will make recommendations to the Board of Regents during the March Board of Regents' Meeting.
- (4) The final selections will be announced at the Spring General Faculty Meeting.

PERQUISITES

Assistant and Associate Professors receive \$5,000 per year and Professors receive \$10,000 per year. To be eligible for continued funding in any given year, a faculty member must be a full-time employee.

Decisions regarding merit increases in University base salary in the academic year will be made independently of faculty status as a Presidential Professor.

Presidential Professors will be given the option each year of receiving the professorship funding as: (1) a taxable salary supplement plus associated fringe benefits paid in two installments, one in the Fall semester and one in the Spring semester, or as a summer salary; or (2) a faculty development grant within their departmental account(s) for use in travel, graduate student stipends, instructional enhancement, and research development, or (3) a combination of 1 and 2.

TERM OF THE AWARD

The Professorship is granted for a four-year term. The faculty member receives the funding each year based on faculty rank.

(Regents, 9-14-17)

PRESIDENTIAL PROFESSORSHIPS

GUIDELINES FOR NOMINATION MATERIALS SUBMITTED

The HSC Presidential Professorship Selection Committee requests the following guidelines be followed when submitting nominations for the Presidential Professorship.

(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 Presidential Professorship Selection Committee 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.**

NOTE: Dossier materials are to be presented in the following order:

(1) Cover Page (see page 3)

(2) Include a one-page index

(3) The following sequence should be followed:

- a. Letter of Nomination (usually from the department chair – no more than 5 double spaced pages)

This is the most important part of the application 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. The letter 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 or service. The letter should be in plain English without jargon and technical terms. The nominator should distinguish between normal (expected) faculty performance and extraordinary achievements.

- b. Letter from the Dean

New

- c. **Short Biography (about 100 words)**

- d. Curriculum Vitae (complete)

- e. Narrative Assessment – should address applicable categories below:

- Teaching
- Research and Creative/Scholarly Achievement
- University and Professional Service and Public Outreach

DO NOT include copies of reprints or certificates. These items will be removed.

- f. Faculty Evaluations – from previous 3 years (2016 - 2018)

- g. Letters of Support:

No more than 5 letters from among faculty within their academic unit; professional colleagues within their discipline; or from students (current/former/alumni). Additional letters will be removed

Letters should be commentary attesting to the nominee's ability to excel in all areas of scholarship and specifically address award criteria.

The quality and clarity of the documentation and direct application to the award criteria are more important than the length of the dossiers.

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

Call for Nominations

2) GEORGE LYNN CROSS RESEARCH PROFESSORSHIP

CRITERIA

To qualify for a George Lynn Cross Research Professorship, a faculty member must have demonstrated outstanding leadership over a period of years in his or her field of learning or creative activity and have been recognized by peers for distinguished contributions to knowledge or distinguished creative work. Members of the Research Council should not be nominated.

See [Section 3.12.2](#) of the [HSC Faculty Handbook](#) for nomination and selection procedures.

TIME SCHEDULE

Academic Unit	By December 7, 2018 the Academic Unit forwards one electronic, via email, and one hard copy of the nominations, to the Vice President for Research. Please contact Sheri Melton at 271-1083.
Vice President for Research	Requests appropriate chair/director and college dean to review and comment on nominations. Present all nominations and documentation to the HSC Research Council
HSC Research Council	By January 22, 2019 the HSC Research Council forwards recommendations to the Senior Vice President and Provost. The Council on Faculty Awards and Honors is informed of recommendation(s)
Senior Vice President and Provost	By February 4, 2019 the Senior Vice President and Provost forwards recommendation(s) to the President who will make recommendations to the OU Board of Regents

ELECTRONIC TRANSMISSION and HARD COPY OF NOMINATIONS: *

An electronic dossier for each nomination is to be submitted by the Academic Unit, via e-mail, to sheri-melton@ouhsc.edu in the Office of the Vice President for Research. **One hard copy of the nomination is still required. Do not send nominations materials individually. Each nomination dossier must be a complete packet when submitted.**

Please contact Sheri Melton, Assistant to the Vice President for Research, at 271-1083 for additional information.

NOMINATIONS MUST INCLUDE (In This Order)

- (1) A letter of nomination. This is the most important part of the application. It should be written with that idea in mind. It should outline why the candidate is qualified 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 their candidate meets the individual requirements listed for conferring the award. Look at the criteria for selection of recipients and try to address each of these points in your letter. Include discussion of innovation in teaching, research, or service.
- (2) A complete bibliography list of his/her publications. **DO NOT INCLUDE COPIES OF REPRINTS WITH APPLICATION.**
- (3) The candidate's detailed Curriculum Vitae.
- (4) Six reference letters from current department chairs or equivalent to higher positions, at other institutions in the candidate's discipline.

The chairs should be chosen because of the prestige of their departments and their knowledge of the individual's expertise in your candidate's area of study. The chairs provide a vital link in the evaluation process. The ACE rating of graduate programs may be helpful to you in selecting the chairs to contact for reference letters.

PERQUISITES

In the year of designation as a George Lynn Cross Research Professor, the faculty receiving the professorship will receive a one-time cash award of \$7,000 and a permanent salary increase of 7% of the University base salary, or \$7,000, whichever is greater, starting in the subsequent fiscal year.

TERM OF THE AWARD

The term of a George Lynn Cross Research Professor is continuous until retirement or separation from the University.

(Regents, 9-14-17)

ADDITIONAL INFORMATION

For questions pertaining to the nomination procedures, please call the Office of the Vice President for Research at 271-1083. Also, if your department nominated someone last year and is considering re-nomination this year, please discuss this with the Vice President for Research to determine if a re-nomination is appropriate.

The nomination packet should contain only the items listed above

Call for Nominations

3) DAVID L. BOREN PROFESSORSHIP

QUALIFICATIONS

The David L. Boren Professorship is one of the University of Oklahoma's highest honors, recognizing faculty who have made truly exceptional contributions to the mission of a public research university. To qualify for the Professorship, a faculty member must have consistently demonstrated outstanding teaching, research and creative activity, and leadership or service. The holders of this distinctive honor should represent the best of the OU spirit as it has come to be under the remarkable leadership of President David L. Boren – caring for students, advancing the frontiers of knowledge, and making a positive difference in the world. Among more specific criteria which may be considered are the degree to which the candidate:

- inspires inquisitiveness and intellectual curiosity among students;
- brings about change in students' knowledge, motives, and attitudes'
- fosters the professional development of colleagues and serves as a model for colleagues and students;
- contributes to scholarship or creative activity that is viewed as seminal within one or more fields, recognized via awards or other measures of excellence at the national or international levels;
- publishes or exhibits scholarship or creative activity in high quality venues and has their work cited frequently;
- has a strong sense of community and is instrumental in the creation, organization, and mobilization of other individuals, groups, and resources that are involved in projects benefitting the community.

See Section [3.12.5](#) 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

Initiation. The Senior Vice Presidents and Provosts of the Norman and HSC campuses will solicit recommendations for the professorship by September and announce appropriate schedules for processing the nominations.

Recommendations. Any academic unit may submit to the college dean the name of **one regular faculty member** with the **rank of professor**. The recommending unit will be responsible for assembling the supporting documentation. The dean of the college will review the recommendation and add his or her comments to the recommendation(s) considered to be most worthy. The dean will submit the recommendations and supporting documentation to the respective Office of the Senior Vice President and

Provost. The Senior Vice President and Provost will forward these materials to the University Council on Faculty Awards and Honors.

Supporting Documentation. Recommendations are to be accompanied by specific evidence that the nominee meets the criteria for selection. Whenever possible, surveys of representative groups of present and former students should be made and reported.

SELECTION PROCEDURE

Review. The University Council on Faculty Awards and Honors shall recommend to the President, through the Senior Vice President and Provost of the respective campus, only those nominated faculty considered by the Council to be most highly qualified and most deserving of being awarded the David L. Boren Professorship. The Council also shall transmit all substantiating materials pertaining to all nominees.

Selection. The Senior Vice President and Provost will review the nominees from his or her campus and forward their recommendations, along with all nominations and all substantiating material about nominees, to the President, who will make recommendations to the Board of Regents at its March meeting.

PERQUISITES

In the year of designation as a David L. Boren Professor, the recipient will receive a one-time cash award of \$10,000 and a permanent salary increase of 10% on the University base salary, or a minimum of \$10,000, whichever is greater, starting in the subsequent fiscal year.

TERM OF THE AWARD

The term of a David L. Boren Professor is continuous until retirement or separation from the University.

(Regents, 9-14-17)

DAVID L. BOREN PROFESSORSHIP

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 David L. Boren Professorship:

(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 ***

Call for Nominations

4) DAVID ROSS BOYD PROFESSORSHIP

CRITERIA

To qualify for a David Ross Boyd Professorship, a faculty member must have consistently demonstrated outstanding teaching, guidance, and leadership for students in an academic discipline or in an interdisciplinary program within the University. Among more specific criteria which may be considered are the degree to which the candidate:

- establishes, communicates, and fulfills appropriate course and program goals;
- utilizes formats and techniques that are appropriate to the students served;
- measures student performance appropriately and fairly;
- establishes relationships with students that facilitate mutual respect and communication;
- stimulates an intellectual inquisitiveness and communicates methods of pursuing that inquiry;
- brings about change in students' knowledge, motives, and attitudes;
- fosters the professional development of colleagues and serves as a model for colleagues and students; and contributes to the success of students.

See [Section 3.12.1](#) 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

Initiation. The Senior Vice President and Provost of each campus will solicit recommendations for the professorship for his or her respective campus by September and announce appropriate schedules for processing the nominations.

Recommendations. Any Norman campus academic unit may submit to the college dean the name of one tenured faculty member with the rank of professor. **Any Health Sciences Center academic unit may submit to the college dean the name of one tenured or one consecutive term faculty member with the rank of professor.** The recommending unit will be responsible for assembling the supporting documentation. The dean of the college will review the recommendations and add his or her comments to the recommendation(s) considered to be most worthy. The dean will submit all the recommendations and supporting documentation to the Office of the Senior Vice President and Provost of his or her campus. The respective Senior Vice President and Provost will forward the materials to the University Council on Faculty Awards and Honors.

Supporting Documentation. Recommendations are to be accompanied by specific evidence that the nominee meets the criteria for selection. Whenever possible, surveys of representative groups of current and former students should be made and reported.

SELECTION PROCEDURE

Review. The University Council on Faculty Awards and Honors shall recommend to the President, through each Senior Vice President and Provost, only those nominated faculty considered by the Council to be most highly qualified and most deserving of being awarded the David Ross Boyd Professorship. The Council also shall transmit all substantiating materials pertaining to all nominees.

Selection. Each Senior Vice President and Provost will review the nominees from the respective campus and forward recommendations, along with all nominations and all substantiating materials pertaining to all nominees, to the President, who will make recommendations to the Board of Regents.

PERQUISITES

In the year of designation as a David Ross Boyd Professor, the faculty receiving the professorship will receive a one-time cash award of \$7,000 and a permanent salary increase of 7% of the University base salary, or \$7,000, whichever is greater, starting in the subsequent fiscal year.

TERM OF THE AWARD

The term of a David Ross Boyd Professor is continuous until retirement or separation from the University.

(Regents, 9-14-17)

DAVID ROSS BOYD PROFESSORSHIPS

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 David Ross Boyd Professorship:

(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 ***

Call for Nominations

5-7) 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 cheerleader 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 ***

Call for Nominations

8) GOOD TEACHING AWARDS

The purpose of the Good Teaching Award is to recognize excellence in teaching performance at the undergraduate level and to provide an incentive to achieve that goal. Two faculty will be selected annually for the Good Teaching Award and will receive a cash prize of \$1,500 each.

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.

METHOD OF NOMINATIONS

These procedures are intended to stimulate a sufficient number of representative nominations and to furnish appropriate and comparable supporting data about each nominee to the President and others who must evaluate these nominations.

Nominations will originate with the academic units and will be submitted to the college deans and other administrators responsible for groups of teaching departments. The University Council on Faculty Awards and Honors will consider the nominations and make its recommendation to the President via the Senior Vice President and Provost.

NOMINATIONS BY THE ACADEMIC UNIT

Suggested nominations and supporting information are to be sent to the dean (or cognizant administrator). Please check with your college dean's office to determine this deadline. Each academic unit may suggest no more than one person.

Nomination should be supported by substantiating statements as described under "Criteria" below.

FORMAL NOMINATION(S) BY THE DEAN

With the name(s) of the nominee(s), the deans will transmit to the Senior Vice President and Provost all substantiating data and will append, for each nominee, their own statements of endorsement. The nominations and related materials are to be delivered to the Office of the Senior Vice President and Provost by **November 29**.

The Dean of University College may submit nominations to the Senior Vice President and Provost along with substantiating data. These nominations and related materials are to be delivered to the Office of the Senior Vice President and Provost by **November 29**.

CONSIDERATION BY THE UNIVERSITY COUNCIL ON FACULTY AWARDS AND HONORS

The Council shall consider the formal nominations, together with accompanying data. The Council may seek additional data about the nominees from any appropriate source. The Council shall recommend to the Senior Vice President and Provost by **January 22, 2019**, two nominees to be recipients of the Good Teaching Award. However, the Council shall transmit to the Senior Vice President and Provost all substantiating materials pertaining to all nominees. The Senior Vice President and Provost submits recommendations to the President for consideration by **February 4, 2019**.

METHOD OF SELECTION

The final selection of the recipients will be made by the President.

CRITERIA

Only full-time faculty members with the rank of instructor or higher from any academic program with an undergraduate component shall be nominated specifically for this award. Tenure is not required. Those holding distinguished professorships are not eligible. Persons receiving the Regents' Award for Superior Teaching, Research and Creative Activity, and Professional and University Service, are not eligible during the year of their award. A person who has received a Good Teaching Award is not eligible for the next three years after he/she receives it.

Substantiating data should relate directly to the individual's teaching effectiveness at the undergraduate level. These data should be derived from as many as possible of the following sources of evaluation: students in classes, faculty colleagues, seniors and alumni, department chairs, and Committee A. All data submitted should be clearly identified as to the source of the evaluation and the procedures used to obtain them.

Data of recent origin are preferred. However, data submitted one year for a nominee who was not chosen for the award that year may be updated and resubmitted in a later year.

A curriculum vita is expected for general background information, but data of a biographical nature or data pertaining to the nominee's administrative duties, research or creative activities, publications, and service will not be considered as evidence in support of these nominations.

AWARDS

The recipients of the Good Teaching Awards are announced by the President and/or Senior Vice President and Provost at the Spring Faculty Awards Ceremony and Spring General Faculty Meeting. Each receives a cash prize of \$1,500.

GOOD TEACHING AWARD

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 Good Teaching Award:

(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 ***

Call for Nominations

9) PROVOST'S RESEARCH AWARDS

The Provost's Research Award recognizes meritorious research. Two awards are given each year to full-time, regular faculty members; one each for junior (assistant professors) and senior (associate professors and full professors) faculty. The awards are given for a significant personal achievement of original research. The awards are \$2,000 each.

See [Section 3.11.2](#) of the [HSC Faculty Handbook](#) for more information.

NOMINATION PROCEDURES

Nominations will be solicited during the fall semester and can be made by any full professor. Please adhere to the following guidelines below (in order) when submitting nominations for the Provost's Research Award.

(1) ELECTRONIC TRANSMISSION and HARD COPY OF NOMINATIONS: *

An electronic dossier (complete) for each nomination is to be submitted via e-mail to sheri-melton@ouhsc.edu in the Office of the Vice President for Research. **One hard copy dossier is still required.** **FOLDERS AND NOTEBOOKS ARE NOT ACCEPTABLE.** Double-sided copying of the materials in the dossier is encouraged wherever possible to reduce volume and weight. **Please contact Sheri Melton, Assistant to the Vice President for Research, at 271-1083 for additional information.**

(2) The following sequence should be followed:

- a. Provost's Research Award Nomination Form (attached). Complete online and print.
- b. Nomination letter to the Vice President for Research describing the research achievements.
- c. Detailed Curriculum Vitae
- d. **DO NOT INCLUDE COPIES OF REPRINTS WITH APPLICATION.**
- e. Three to five reference letters.

The nominations will be evaluated by the Health Sciences Center Research Council, and the two judged best for each award will be forwarded to the Senior Vice President and Provost, along with an evaluation which gives the reasons for the recommendations. **Nominations are due in December of each year (see Time Schedule below).**

SELECTION

The selections are made by an ad hoc committee consisting of the chair of the Health Sciences Center Research Council, the Vice President for Research, and the Senior Vice President and Provost.

RECIPIENTS

The recipients of the Provost's Research Award will be announced by the Senior Vice President and Provost at the Spring General Faculty Meeting.

TIME SCHEDULE

By December 7, 2018: Full Professor forwards nominations (**electronically via email and one hard copy**) to sheri-melton@ouhsc.edu. **Please contact Sheri Melton, at 271-1083 for additional information.**

PROVOST'S RESEARCH AWARDS

GUIDELINES FOR NOMINATING ASSISTANT PROFESSOR (Junior Faculty) (Ratings will be on a 100-point scale)

Publications: (25 points) Nominee should include at least one publication as senior author or as second author in two publications in national peer-reviewed journal(s) within the last two years.

Presentation: (15 points) Nominee should have presented within the last two years at a national meeting sponsored by an academic/research society directly related to the nominee's expertise.

Research Effort: (20 points) Nominee should have developed present research program which may include collaborative efforts with peers and colleagues. Major effort may be restricted to nominee rather than to an assembled group.

Sponsored Funding: (15 points) Nominee should have a record of requests for funding by proposal submission, approved-but-not-funded, or PI on a state (OCAST) or local (Presbyterian) grant, or Co-PI on a national peer-reviewed award. Nominee should have a record of funded research.

Application of Research Effort: (10 points) Nominee should provide evidence of research results through such means as seminars, presentations, and mentorship of students.

Recognition by Peers: (15 points) Nominee should provide evidence of invited lectures, workshops, collaborative associations, letters of reference from colleagues and peers in candidate's research area, or other sources of recognition.

GUIDELINE FOR NOMINATING ASSOCIATE PROFESSOR OR PROFESSOR (Senior Faculty) (Ratings will be on a 100-point scale)

Publications: (25 points) Nominee must be the senior or corresponding author of a minimum of three papers (in print or in press) published in a national peer-reviewed journal within the past two years. Nominee must have a record of significant publications.

Presentations: (15 points) Nominee must have been an invited presenter at a national or international research conference sponsored by an academic/research society directly related to the nominee's expertise within the past two years.

Research Effort: (15 points) Nominee should have demonstrated senior level research effort by directing an active research program. Nominee should have a "mature" program with personnel, facilities, publications, and funding.

Sponsored Funding: (20 points) Nominee is currently P.I. on a sponsored research grant (preferable from a national funding source) and has demonstrated evidence of continuing efforts to sustain a research program with sponsored funding.

Application of Research Effort: (10 points) Nominee must demonstrate evidence of mentorship to successful individuals in research such as junior faculty, post-docs, residents, students, etc.

National Recognition: (15 points) Participation on editorial boards, study sections, invited presentations, site visits, letters of reference from colleagues and peers in candidate's research area, etc.

The University of Oklahoma Health Sciences Center
PROVOST RESEARCH AWARD NOMINATION

Nominee

Department/College

Department Chair

Award Level:

☐

Assistant Professor

☐

Associate Professor

☐

Professor

Signature of Person Making Nomination

Date

[Summary statements for each of the six evaluation categories \(See nominating procedure and evaluation guidelines\).](#)

1) Publications:

2) Presentations:

3) Research Effort:

4) Sponsored Funding:

5) Application of Research Effort:

6) Recognition by Peers/National Recognition:

Call for Nominations

10) PROVOST'S TEACHING AWARDS

The Provost's Teaching Award recognize meritorious excellence in teaching. The awards are given for significant personal contributions to the quality, scope, and outcomes of teaching learner assessment and learner mentoring in the health professions, public health, or biomedical sciences.

Two awards are given each year to full-time faculty members: one award will be given to an **early career faculty member** and one to a **seasoned/senior career faculty member**. The awards are \$2,000.

See [Section 3.11.3](#) of the [HSC Faculty Handbook](#) for more information.

NOMINATION PROCEDURES

Nominations will be solicited during the fall semester and can be made by any full-time faculty member. Please adhere to the following guidelines below (in order) when submitting nominations for the Provost's Teaching Award.

(1) **ELECTRONIC TRANSMISSION and HARD COPY OF NOMINATIONS: ***

An electronic dossier (complete) for each nomination is to be submitted via e-mail to helen-timmons@ouhsc.edu in the Office of the Vice Provost for Academic Affairs and Faculty Development. **One hard copy dossier is still required. FOLDERS AND NOTEBOOKS ARE NOT ACCEPTABLE.** Double-sided copying of the materials in the dossier is encouraged wherever possible to reduce volume and weight. **Please contact Helen Timmons, Assistant to the Vice Provost for Academic Affairs, at 271-5557 for additional information.**

(2) Use tabs or light divider pages between sections.

(3) The following sequence should be followed:

- a. Nomination letter to the Vice Provost for Academic Affairs and Faculty Development describing the nominee's teaching achievements.
- b. Detailed Curriculum Vitae (pdf)
- c. Three to five reference letters including at least one from a faculty colleague and one from a former student.
- d. **IMPORTANT: DO NOT INCLUDE COPIES OF REPRINTS OR ANY APPENDIX MATERIALS IN THE NOMINATION PACKET.**

The nominations will be evaluated by the Educators for Excellence Advisory Panel which includes at least two former recipients of University teaching awards. The two nominations judged best for each award will be forwarded to the Senior Vice President and Provost, along with an evaluation that gives the reasons for the recommendations. **Nominations are due in December of each year (see Time Schedule below).**

SELECTION

The selections are made by an ad hoc committee consisting of the chair of the Educators for Excellence Advisory Panel, the Vice Provost for Academic Affairs, and the Senior Vice President and Provost.

RECIPIENTS

The recipients of the Provost's Teaching Award will be announced by the Senior Vice President and Provost at the Spring General Faculty Meeting.

TIME SCHEDULE

By December 3, 2018: Nominating Faculty Member forwards nomination package (**electronically via email and one hard copy**) to helen-timmons@ouhsc.edu. **Please contact Helen Timmons, at 271-5557 for additional information.**

PROVOST'S TEACHING AWARDS

NOMINATION GUIDELINES FOR THE PROVOST'S **EARLY CAREER** FACULTY TEACHING AWARD (Ratings will be on a 100-point scale)

ELIGIBILITY

Candidates for this award are early career faculty who are within the first nine (9) years of an academic appointment, and are Instructors in an HSC undergraduate program, or Assistant or Associate Professors in an undergraduate/graduate or health professions program. If the candidate is an Associate Professor in an undergraduate or graduate or health professions program, they must be within the first three (3) years of rank at the time of nomination.

NOMINATION PACKET

The nomination packet, from the nominator, must include and is limited to: 1a) nominating letter, 1b) letter of support from the candidate's supervisor, 1c) letter of support from the candidate's dean, 1d) at least three (3) and no more than five (5) letters of support which must include at least one letter from a former student/learner, and at least one letter from a faculty colleague. Nomination materials provided to the nominator from the candidate should include a) an up-to-date Curriculum Vitae and b) a narrative response to each of the listed criterion below.

- 1) Teaching Portfolio Excerpts, Evidence of Educational Scholarship and Publications
- 2) Lectures, Courses, Curriculum and Durable Educational Materials Development
- 3) Education-focused Presentations and Resources
- 4) Teaching Effort, Mentoring, Advising, and Learner Feedback
- 5) Systematic Self-Reflection, Peer-Feedback, Educational Impact and Outcomes
- 6) National Recognition

The complete nomination narrative, exclusive of letters and curriculum vitae **must not exceed a total of 50 pages**. The narrative section must be double-spaced, with 1 inch margins, using a san-serif 12 point font. Candidates are advised to review the [OUHSC Curriculum Vitae Guide](#) to insure the completeness of their CV content relevant to teaching and education roles, responsibilities, and productivity.

***Important Note:** Any additional items including award letters, article reprints or other appendix materials submitted with the packet will not be reviewed or considered.*

CRITERIA

Curriculum Vitae

- A complete CV including evidence of educational scholarship and/or education-focused research, presentations and/or relevant publications including abstracts, posters or publications including as an author or presenter a learner mentored by the candidate. The learner/mentee must be identified as such by notation/asterisk (*).
- *The candidate's Curriculum Vitae must be up-to-date and accurate to supplement the narrative nomination. While no point value is assigned to the CV independently, it documents referenced accomplishments. As such, items in the CV should not be duplicated (meaning copied and pasted) into the narrative however the appropriate CV section and title of a benchmark achievement can be referenced to support the narrative.*

1) Teaching Portfolio Excerpts, Evidence of Educational Scholarship and Publications (25 points)

Candidate should include, at minimum, the following excerpts from the teaching portfolio:

- Statement of teaching philosophy, teaching goals and objectives and stated commitment to teaching health professions students, students in the biomedical sciences or students in public health with reference to relevant educational literature as the evidence base for instructional approach.
- Three (3) examples of student engagement in learning such as succinct examples of: active learning strategies, use of simulation, community-based learning experiences, service learning or field experiences including clinical experiences

directly mentored by the candidate; indicators of continuous improvement of educational materials or evidence of peer-review of educational materials.

- Indicators and evidence of investment in continuing development of teaching knowledge, skills and experience.

2) Lectures, Courses, Curriculum and Durable Educational Materials Development (20 points)

Candidate should show evidence of specific contributions to lecture, course or curriculum development or evidence of contributions to educational innovation through lecture, course or curriculum development of content that inspires learners and promotes student engagement in the learning process. Innovative use of educational technologies in the classroom, laboratory, clinical, community or distance education environment may be evidence of exemplary work under this criterion.

3) Education-focused Presentations and Resources (10 points)

Evidence of enduring contributions to academic excellence and the quality of teaching available for learners or to support other educators working in classroom, laboratory or clinical environments and/or through course or curriculum development, review and/or evaluation, locally, regionally or nationally/internationally. Invited educationally focused presentations offered at other academic institutions locally, regionally or nationally/internationally are one possible indicator of high regard and reputation through this criterion.

4) Teaching Effort, Mentoring, Advising, and Learner Feedback (20 points)

Candidate should demonstrate a high degree of engagement with students/learners and evidence of high standards for learner performance in the learner's acquisition of knowledge, or skill, or behavioral learning objectives or a combination thereof. Evidence of engagement with students within the candidate's discipline as well as multi- and interdisciplinary/interprofessional engagement with learners that fosters higher-level learning or learning beyond the classroom, laboratory, or clinic such as advising or sponsoring student organization experiences, field experiences, scholastic societies, or learner research projects. Evidence of learner performance and engagement should include summarized or tabular presentation of learner feedback over no less than a consecutive three (3) year period within the 9-year eligibility period for this award. Refrain from submitting individual student evaluations or individual learner comments. Evidence associated with receipt of a department or college teaching award is also appropriate for demonstrated engagement with students/learners.

5) Systematic Self-Reflection, Peer-Feedback, Educational Impact and Outcomes (20 points)

Evidence of sustained high performance as a teacher as indicated by aggregated learner outcomes compared to benchmark performance for previous students, evidence of attention to prevent grade inflation; faculty annual review feedback, peer-review/feedback of teaching expertise or quality; demonstrated focus on learner engagement, learning outcomes and outcome assessment, and/or systematic self-assessment or relevant indicators of teaching performance as evidenced in annual reports or similar documented summaries over at least a three-year period. Documented evidence of commitment to high quality education indicated by regular participation in education-focused teaching conferences or faculty development (such as educator academies or HSC Education Grand Rounds) within the college, campus or discipline.

6) National Recognition (5 points)

Evidence of exceptional, unique or pioneering contributions to excellence in teaching through acknowledged contributions at the national/international level.

NOMINATION GUIDELINES FOR THE PROVOST'S SEASONED/SENIOR FACULTY TEACHING AWARD

(Ratings will be on a 100-point scale)

ELIGIBILITY

Candidates for this award are seasoned/senior career faculty who are beyond the first nine (9) years of an academic appointment, or who are Associate Professors or Professors with no less than nine (9) years of teaching experience completed at the time of nomination. **Faculty members, who will retire prior to the academic year in which this award will be given, are not eligible for consideration.**

NOMINATION PACKET

The nomination packet, from the nominator, must include and is limited to: 1a) nominating letter, 1b) letter of support from the candidate's supervisor, 1c) letter of support from the candidate's dean, 1d) at least three (3) and no more than five (5) letters of support which must include at least one-letter from a former student/learner which explicitly describes the specific enduring influence the candidate had on the learner, and at least one-letter from a faculty colleague which explicitly describes the unique, innovative, or enduring contributions of the candidate to the quality of teaching and the learning opportunities provided by the candidate. Nomination materials provided to the nominator from the candidate should include a) an up-to-date Curriculum Vitae and b) a narrative response to each of the listed criterion below.

- 1) Teaching Portfolio Excerpts, Evidence of Educational Scholarship and Publications
- 2) Lectures, Courses, Curriculum and Durable Educational Materials Development
- 3) Education-focused Presentations and Resources
- 4) Teaching Effort, Mentoring, Advising, and Learner Feedback
- 5) Systematic Self-Reflection, Peer-Feedback, Educational Impact and Outcomes
- 6) National Recognition

The complete nomination narrative, exclusive of letters and curriculum vitae **must not exceed a total of 50 pages** to address all the criteria. The narrative section must be double-spaced, with 1 inch margins, using a san-serif 12 point font. Candidates are advised to review the [OUHSC Curriculum Vitae Guide](#) to ensure the completeness of their CV content relative to teaching and education roles, responsibilities, and productivity.

***Important Note:** Any additional items including award letters, article reprints or other appendix materials submitted with the packet will not be reviewed or considered.*

CRITERIA

Curriculum Vitae

- A complete CV including evidence of educational scholarship and/or education-focused research, presentations and/or relevant publications including abstracts, posters or publications including as an author or presenter a learner mentored by the candidate. The learner/mentee must be identified as such by notation/asterisk (*).
- *The candidate's Curriculum Vitae must be up-to-date and accurate to supplement the narrative nomination. While no point value is assigned to the CV independently, it documents referenced accomplishments. As such, items in the CV should not be duplicated (meaning copied and pasted) into the narrative however the appropriate CV section and title of a benchmark achievement can be referenced to support the narrative.*

1) Teaching Portfolio Excerpts, Evidence of Educational Scholarship and Publications (25 points)

Candidate must include, at minimum, the following **excerpts** from the teaching portfolio:

- Statement of teaching philosophy, teaching goals and objectives and stated commitment to teaching health professions students, students in the biomedical sciences or students in public health with reference to relevant educational literature as the evidence base for instructional approach.
- Three (3) examples of student engagement in learning such as succinct examples of: active learning strategies, use of simulation, community-based learning experiences, service learning or field experiences including clinical experiences directly mentored by the candidate; indicators of continuous improvement of educational materials or evidence of peer-review of educational materials;

- Indicators and evidence of investment in continuing development of teaching knowledge, skills and experience.

2) Lectures, Courses, Curriculum and Durable Educational Materials Development (20 points)

Candidate **must** show evidence of specific contributions to lecture, course or curriculum development **and** evidence of contributions to educational innovation through lecture, course or curriculum development of content that inspires or engages learners and promotes student engagement in the learning process. Evidence of innovative use of educational technologies in the classroom, laboratory, clinical, community, or distance education environment **must** be included.

3) Education-focused Presentations and Resources (15 points)

Evidence of enduring contributions to academic excellence and the quality of teaching available for learners or to support other educators working in classroom, laboratory or clinical environments and/or through course or curriculum development, review and/or evaluation locally, regionally or nationally/internationally. Invited educationally focused presentations offered at other academic institutions locally, regionally, or nationally/internationally are one possible indicator of high regard and reputation through this criterion.

4) Teaching Effort, Mentoring, Advising and Learner Feedback (10 points)

Candidate **must** provide evidence of a high degree of engagement with students/learners and evidence of high standards for learner performance in the learner's acquisition of knowledge, or skill, or behavioral learning objectives or a combination thereof. Evidence of engagement with students within the candidates discipline as well as multi- and interdisciplinary/interprofessional engagement with learners that fosters high-level learning or learning beyond the classroom, laboratory or clinic such as advising or sponsoring student organization experiences, field experiences, scholastic societies, or learner research projects. Evidence of learner performance and engagement should include summarized or tabular presentation of learner feedback over no less than a **consecutive five (5) year period** immediately prior to the year of nomination for this award (e.g., for nomination submitted in 2015 five-year pre-nomination period would be 2009-2014). Refrain from submitting individual student evaluations or individual learner comments. Evidence associated with receipt of a department, college, or university teaching award is one indicator for previous acknowledgement of teaching effort and/or learner engagement.

5) Systematic Self-Reflection, Peer-Feedback, Educational Impact and Outcomes (15 points)

Evidence of sustained exemplary performance as a teacher as indicated by aggregated learner outcomes compared to benchmark performance for previous students, evidence of attention to prevent grade inflation; supervisor, department chair, associate dean and/or dean feedback, peer-review/feedback on teaching expertise or quality; demonstrated focus on learner engagement, learning outcomes and outcome assessment, and systematic self-assessment or relevant indicators of teaching performance as evidenced in annual reports and similar documented summaries over at least a five-year period. Documented evidence of commitment to high quality education indicated by regular participation in and contributions to education-focused teaching conferences or faculty development (such as teaching in a college educator academy, delivering HSC Education Grand Rounds, or delivering and/or orchestrating other college or institution-wide faculty development or faculty development for the candidate's discipline colleagues or interprofessional faculty learning group).

6) National Recognition (15 points)

Evidence of exceptional, unique or pioneering contributions to excellence in teaching through acknowledged contributions at the national/international level.

2018 – 2019
UNIVERSITY COUNCIL ON FACULTY AWARDS AND HONORS

Marie Hanigan	Cell Biology (HSC)
Katherine O'Neal, Chair	Pharmacy Clinical and Administrative Sciences (HSC)
Carol Rogers	Nursing (HSC)
TBD	(HSC)
TBD	(HSC)
Rosmeri Basic	Visual Arts (Norman)
Kirsten Edwards	Educational Leadership and Policy Studies (Norman)
George Richter-Addo	Chemistry and Biochemistry (Norman)
Rui Yang	Electrical and Computer Engineering (Norman)
TBD	(Norman)
TBD	Alumnus
TBD	Student Representative

2018 – 2019
RESEARCH COUNCIL - Health Sciences Center

Kathleen Dwyer	Nursing
Fernando Esteban Florez	Restorative Sciences (Dentistry)
Marie Hanigan	Cell Biology
Martina Jelley	Internal Medicine, Tulsa
Hlapang (Thubi) Kolobe	Rehabilitation Sciences
Kerstin Reinschmidt	Health Promotion Sciences
Grant Skrepnek, Chair	Pharmacy Clinical and Administrative Sciences
James Tomasek, Vice President for Research	Ex-Officio (non-voting)

2018 – 2019
PRESIDENTIAL PROFESSORSHIP SELECTION COMMITTEE - Health Sciences Center

Jason R. Sanders, Senior Vice President and Provost	Chair (non-voting)
James Tomasek, Vice President for Research	Co-Chair (non-voting)
Satish Kumar	Medicine (UCFAH)
Hlapang (Thubi) Kolobe	Rehabilitation Sciences (UCFAH)
TBD	(UCFAH)
Kathleen Dwyer	Nursing (Research Council)
Robert Scofield	Medicine (Research Council)
TBD	(Research Council)
Gary Loving	Nursing (Deans' Council)
Gary Raskob	Public Health (Deans' Council)
TBD	(Deans' Council)
LaTasha Craig	(Obstetrics and Gynecology)
TBD	(Faculty)
Leslie J. Rainbolt-Forbes	Distinguished Community Member
TBD	Distinguished Community Member

2017 – 2018
EDUCATORS FOR EXCELLENCE ADVISORY COMMITTEE - Health Sciences Center

Dolores Bigfoot	Pediatrics
Beverly Greenwood-Van Meerveld	Physiology
Nancy Halliday	Cell Biology
Courtney Houchen	Medicine Gastroenterology
Gary Loving	Nursing
TBD	