I have included information below concerning the nomination submission process and the selection of the Administrative Advisory Committee for the 2016-17 University Faculty Scholars Program.

Please share this information with anyone else who will be involved in the College nomination or submission process.

University Faculty Scholars Eligibility
Tenured/tenure track faculty members:
• Assistant professors who have been reappointed to a second term
• All associate professors
• Full professors within the first three years of appointment at that rank

University Faculty Scholars Nominations
• Faculty members who have been previously nominated but who have not been selected as University Faculty Scholars may be re-nominated as long as they remain eligible
• Self-nominations are not encouraged

Required Submission Materials
• Current CV and current SME
• Letter of nomination from a colleague other than the department head addressing the nominee’s qualifications, impacts and potential contributions (maximum 2 pages)
• Letter from the department head supporting the nomination (separate nomination letter encouraged) (maximum 2 pages)
• Letter from the dean addressing the nominee’s contributions/impact/value to the department/college/university (maximum 2 pages)

Please note: The letters of support should not only address the nominee’s qualifications but should also provide sufficient information that will help the Provost’s Administrative Advisory Committee evaluate the nominee’s leadership potential in the context of her or his appointment across the realms of responsibility.

Administrative Advisory Committee members will not be required to consider additional letters or materials beyond those listed above.
University Faculty Scholars Nomination Process

In previous years, the Administrative Advisory Committee for the University Faculty Scholars Program has made the following suggestions for nominations:

- Three letters are encouraged—faculty nominator, department head, and dean—in order to give the committee a range of perspectives as they review the nominations. Letters should be limited to 2 pages.
- Letters should not merely summarize information on the CV and SME but should emphasize the impact and value of the nominee’s work from the perspective of the letter’s author.
- Nominations should address accomplishments in the areas of faculty responsibility that are foci of the nominee’s work. The areas of faculty responsibility include teaching and mentoring, discovery of knowledge, creative artistry and literature, technological and managerial innovation, extension and engagement, and service.

Scoring Criteria
Review and scoring will be based on the impact and value of the nominee’s achievements and their leadership potential in the relevant realms of faculty responsibility as defined in NCSU POL05.20.01 Appointment, Reappointment, Promotion and Permanent Tenure [https://policies.ncsu.edu/policy/pol-05-20-01](https://policies.ncsu.edu/policy/pol-05-20-01).

Summary of Process
The Administrative Advisory Committee (AAC) will meet to discuss the review process and the criteria on which nominations will be scored, including observations from previous rounds of review and recommendations resulting from those observations. When nominations have closed, the AAC will review and score the nominations, and the nominations (with scores) will be provided to the Provost. The Dean of each College will be invited by the Provost to identify no more than one nominee from the College that the Dean wishes to designate for special consideration. Reasons for such designation may include a faculty member’s having been nominated for the program in multiple previous years, being at high risk for retention challenges, or having exceptional accomplishments the Dean feels should be highlighted. The Provost will consider the Deans’ designations as supplemental information to the Administrative Advisory Committee’s scores and feedback. No Dean will be obligated to designate a nominee for special consideration, and such designation will not assure a faculty member’s selection for the University Faculty Scholars Program. The Provost will make the final selection of the 2016-2017 Scholars.

Nomination Process Timeline
- **Before September 21, 2016**: Organizational meeting of the Administrative Advisory Committee
- **September 21, 2016**: Nominations from the colleges due to the Provost’s office – submit by email or via Google Drive in PDF (no paper copies) to Judy Austin, University Awards Coordinator at: jcaustin@ncsu.edu
- **September 28-October 28, 2016**: Administrative Advisory Committee reviews nominations including committee meetings.
- **November 1, 2016**: Recommendations for recipients due to the Provost from the Administrative Advisory Committee
- **Mid- November 2016**: University Faculty Scholars named
- **January 1, 2017**: Funds available to University Faculty Scholars
Submission Process
Email or submit via Google Drive your nominations in PDF to Judy Austin, University Awards Coordinator (jcaustin@ncsu.edu) no later than September 21, 2016. Each nomination should comprise two PDF files: one containing the CV and SME sections and the other containing the nomination letters. Please contact Ms. Austin if you have any problems with your submission.

Administrative Advisory Committee (AAC) Nominations
The Administrative Advisory Committee comprises tenured faculty and meets to review and score the faculty nominations. If your college committee representative's term of service (3 years) has expired, I will ask you to nominate at least two tenured faculty members for the seat so that the Provost can select a diverse and representative committee. If your current college committee representative is unable to serve, I will ask you to appoint an interim representative for this year. You will be receiving this request in late July. The Provost will limit the number of Associate Deans or other academic administrators to no more than 25 percent of the committee in order to ensure broad faculty participation.
Submit the name(s) of your AAC nominee(s) to:
Judy Austin, University Awards Coordinator at:
jcaustin@ncsu.edu

Deadline for AAC nominations is Friday, July 29, 2016

cc:
Warwick A. Arden, Provost and Executive Vice Chancellor
Judy Austin, University Awards and Events Coordinator