

Distinguished Faculty Award Guidelines and Criteria

Outstanding Scholarship, Research and Creative Activity Awards

About the award

To honor the University faculty's excellence in scholarly and creative work, the Outstanding Scholarship, Research, and Creative Activity Awards recognize the significant impact this scholarship has on particular fields. The awards are given annually in the following categories:

1. Basic and Applied Sciences
2. Social Sciences
3. Humanities
4. Creative and Performing Arts
5. Career Achievement

Unit Committee and Selection Committee

Each academic unit has a designated unit committee responsible for compiling and submitting nominations to the university-wide selection committee. Self-nominations are not allowed. Any full-time University of Louisville faculty member may nominate an individual with the consent of the nominee to the unit committee. This university-wide selection committee, which includes at least one previous awardee from each unit and division, reviews the nominations to make the final selections.

To prevent any potential bias, it is strongly recommended that the chairperson of the Unit Committee not be nominated for the University-wide Selection Committee.

Nominators or the unit committees must specify the category (1-5) for which the nominees shall be considered. Each unit is responsible for defining "scholarship" in their nomination letters according to their specific academic disciplines. Nominations to the unit committee must be submitted by January 31.

Nominee Criteria

To be eligible, nominees must

- be full-time faculty. Those who are or have been on sabbatical or other leaves are eligible.
- have been employed by the University of Louisville for five years prior to the current year.
- show evidence of excellence in scholarship, creative activity, or research.
- not have received this or any other distinguished faculty award in the past five years.
- *Career Achievement Award (Category V) only*: Nominees must also have an academic career of 15 years or more.

Resubmission Guidelines

Nominations for individuals who did not receive the award can be revised and resubmitted in subsequent years. Previous award winners can be re-nominated after five years for work

completed during the preceding five years. The exception is the career achievement award, which can only be received once during an individual's career, therefore past recipients are not eligible for resubmission.

Nomination Criteria and Materials

Each academic unit may nominate one full-time nominee for each category. While the unit committee may establish its own guidelines, it must ensure that the nominee criteria are met, and the following materials are included. The unit committee is responsible for compiling the nominee's dossier.

Cover/Nomination Letter: The cover letter should clearly articulate the reasons for the nomination, detailing the specific achievements and contributions that make the nominee outstanding. It should also outline the criteria used to evaluate the nominee's excellence.

Supporting Work: Copies of up to four of the nominee's most significant articles, books, materials, or other documentation of scholarly/creative works, should be included - submitted electronically when possible.

Letters of Support: A maximum of three letters of support (excluding the cover letter) should be included. These letters should evaluate the quality and impact of the nominee's work throughout their career and can come from either internal or external sources.

Additional Nomination Materials: The nomination must include a current curriculum vitae (C.V.).

Nomination Template: Please include the required materials in the following order, combined as one PDF document.

- cover/nomination letter
- current curriculum vitae (C.V.)
- supporting works of nominee (up to four)
- letters of support (up to three)

Selection Criteria

The recipients of the awards should be selected based on exceptional scholarship, creative work and/or research recognized nationally and/or internationally. It is anticipated that in some years an award will be made in each category. In other years the University-wide Selection Committee may not recommend individuals for an award in each category if the criteria are not met.

Recipients Receive

- A cash award of \$1,000
- An engraved academic medallion
- Recognition in UofL Today
- A highlight on the Employee Success Center website
- Recognition at the Annual Presidential Excellence Awards Reception

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