

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:

- I. Basic and Applied Sciences
- II. Social Sciences
- III. Humanities
- IV. Creative and Performing Arts
- V. Career Achievement

Each academic unit has a designated Unit Committee that officially compiles and transmits the nominations to the University-wide Selection Committee. The University-wide Selection Committee, including at least one previous awardee from each unit and division, screens the nominations for the final selection. To avoid undue advocacy on the part of the units, it is strongly urged that the Unit Committee chairperson not be nominated for the University-wide Selection Committee.

Nominators or the Unit Committees are responsible for designating the category (I, II, III, IV, V) for which the nominees are to be considered. Each individual unit is responsible for defining scholarship in the nomination letter in terms of their particular academic disciplines. Self-nomination for these awards is not permitted. Nominations to the Unit Committee are **due no later than January 31**.

The recipients must have been employed by the University of Louisville for five preceding years and must show evidence of excellence in scholarship, creative activity, or research. Nomination for the Career Achievement Award (V) requires that the nominee have an academic career of 15 years or greater with the preceding five years of residence at the University of Louisville. The recipients of the awards should be selected based on exceptional scholarship, creative work and/or research recognized nationally and/or internationally.

No person may receive more than one award within a five-year period. After five years, the previous award winner may be re-nominated for work completed during the five years preceding the second nomination. Nominations of individuals who do not receive the award may be updated and resubmitted. 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 a given category if the criteria are not met.

Nomination period

Each unit committee may submit only one nominee for each of the categories (I, II, III, IV, V) on the Employee Success Center's recognition website **no later than February 15.**

Preparing the nomination

The Unit Committee may establish its own guidelines, provided the following are included:

- Nominees must be full-time faculty at the University of Louisville for the five years prior to the current year. Persons meeting these criteria who are or have been on sabbatical or other leaves are eligible for nomination.
- Any full-time University of Louisville faculty member may nominate an individual with the consent of the nominee. The nominator is responsible for designating the appropriate category for which the nominee is to be considered.
- The Unit Committee has the assignment of assembling the nominee's dossier. The Unit Committee must issue a cover letter explaining the reasons for the nomination. Delineation of the criteria used to declare the nominee outstanding is required.
- The nomination must include a current curriculum vitae (C.V.) and copies of a maximum of four of the most important articles, books, materials, or other documentation of scholarly/creative works produced by the nominee, submitted electronically when possible. All materials will be returned to the nominees after the completion of the screening except those of the recipients.
- Letters of Support: No more than three letters of support (excluding the cover letter). The letters should evaluate the quality and impact of the nominee's work throughout his or her career. These letters may come from an internal or external source.

Nomination materials

The outline that follows is an example of elements of an appropriate nomination:

- Cover Letter
- Current curriculum vitae (C.V.) and copies of a maximum of four of the most important articles, books materials or other documentation of scholarly/creative works produced by the nominee
- Letters of Support (no more than three)

NOTE: All nomination and supporting documentation for each nominee (excluding examples of original/scholarly work) must be compiled into one PDF file. The PDF file must be uploaded to the Employee Success Center's recognition website. A sample PDF template will also be provided at the web address listed above. The nomination and supporting documentation will be held securely on the President's Office database. The University-wide Selection Committee urges Unit Committees to observe these stipulations. All additional materials will be put on reserve in the President's Office. If a bibliography of the e items is provided, a copy will be distributed to the selection committee along with the additional nomination materials.

Award recipients

Recipients will receive:

- An engraved academic medallion
- Cash award of \$1,000
- Feature on Employee Success Center recognition webpage
- UofL Today recognition
- Recognition at the Annual Faculty & Staff Excellence Reception