



Jacksonville University

Faculty Awards for Excellence

in Teaching/Research/Service

Details & Committee Responsibilities

Document prepared by 2017-18
Selections Committee. Members: Brian
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Note: this page, *Details & Committee Responsibilities*, is functionally meant for internal committee use, while the above *Guidelines for Submission and Selections* is meant to be published/available to all as a stand-alone 1-page document.

NOMINATING SOMEONE FOR THE AWARD:

Nominations

- The nomination period for Faculty Excellence Awards opens every Fall (the first Monday in November) and closes at 11:59pm on the last Friday in January.
- Nominations may be made by email to Academic Affairs, or by delivery/submission to Academic Affairs.
- Nominators should include a brief statement on why they have nominated this person and their connection to the nominee.
- Nominees will receive an email from Academic Affairs alerting them that they have been nominated and may submit supporting materials by Feb 28 to become a candidate for the award.
- Nominees must submit a portfolio of supporting materials to accept their nomination (Due digitally by Feb 28).
- The winner will be announced at the annual Faculty Recognition Dinner (this event takes place sometime between late-March and mid-April).

Committee Makeup:

- The award recipient from the previous year will be asked to serve as chair for the next year's committee.
- The Appointments Committee will provide Academic Affairs & the chair with names of faculty members serving.
- The ideally 6-person committee consists of 1 chair and 5 faculty, preferably representing different areas.

Committee Responsibilities:

- The committee has a short window (about 10-days) to review all nominee portfolios, meet, discuss, & vote on a winner. Ideally, results from committee are reported to Academic Affairs on or before March 1.
- It is imperative that each committee member reviews EVERY portfolio BEFORE the discussion/voting meeting.
- The chair must coordinate the committee, reserve a space/time for the meeting, call the vote (note: the chair may advocate a winner but does not cast a vote except as a tie-breaker), and exchange relevant information with Academic Affairs.
- The committee work is confidential. Committee members may not discuss their work with outsiders, and are not allowed to congratulate their winner until it is formally announced at the faculty recognition dinner.
- Academic Affairs is responsible for telling the winners and any necessary people who will be involved with giving the award.

Information provided to the committee and/or the JU community:

- Academic Affairs will set and communicate all exact dates and deadlines.
- All nominee portfolios will be uploaded to a shared online location by Academic Affairs (quickly after the submission deadline), ideally on or before February 28.
- From Academic Affairs, the committee will receive a list of prior winners (i.e. 2016-17, Teaching, Brian Frus, Glass Art).
- Academic Affairs will provide a list of info about the current nominees:
 - Were there multiple nominations for this person?
 - Who nominated this person (was it a student, a colleague, a self-nomination, a community member, an administrator, etc.)?
 - Provide any statement(s) or other info from nominators on why they selected this faculty for excellence.