

OFFICE OF ASSOCIATE PROVOST Ball State University

Memorandum

TO: Faculty and Professional Personnel

FROM: Marilyn Buck
Associate Provost and
Dean, University College

OUTSTANDING AWARDS 2012-2013

Each year a faculty selection committee selects recipients for nine very significant awards presented to colleagues who have made outstanding contributions to the university community. The awards are:

- Outstanding Administrator Award
- Outstanding Creative Endeavor Award
- Outstanding Diversity Advocate Award
- Outstanding Faculty Advisor Award
- Outstanding Faculty Award
- Outstanding Faculty Service Award
- Outstanding Junior Faculty Award
- Outstanding Research Award
- Outstanding Teaching Award

The goal of these awards is to recognize true excellence, dedication, and performance. Tenured and tenure-track faculty members and full-time, full-year contract faculty members are eligible to be nominated for Outstanding Creative Endeavor, Outstanding Diversity Advocate, Outstanding Faculty, Outstanding Faculty Advisor, Outstanding Faculty Service, Outstanding Junior Faculty, Outstanding Research and Outstanding Teaching Awards. Continuing contract administrators, including department chairs, are eligible to be nominated for Outstanding Administrator and Outstanding Diversity Advocate. The selection committees will be looking for those persons who have made an unusually significant impact on the students, their fields, the university, and/or the community at large.

Nominees for Outstanding Research award will be screened by the University Research Committee, nominees for the Outstanding Creative Endeavor award will be screened by the University Creative Arts Committee, and nominations for Outstanding Teaching award will be screened by the Creative Teaching Committee. A committee, comprised partially of previous award winners, will screen those nominated for the other awards.

NOMINATION AND SCREENING PROCESS

Below is information on the nomination process. Please consider nominating colleagues that you know should be recognized by their peers for their important contributions to Ball State.

Note:

- A person may only be nominated for one award each year.

- Persons who have received an award in a particular category are not eligible for that award a second time.

To make a nomination for awards:

1. For Step I send to the nominee's college the nomination sheet with the signature of the department chair/unit director, one letter of nomination, in which you state your reason for nominating the person, and a current curriculum vita.
2. The college dean will send all approved nominations to the Associate Provost (AD 326), and they will be sent to the appropriate screening committee. **Deadline for receipt of this material is Thursday, January 10, 2013.**
3. After the Step I process all nominators will be notified. If the nominee has been advanced to Step II, the nominator will be asked to supply the further documentation outlined in the Step II Application Requirements. (See attachments for each award.)
4. The nominator is responsible to see that all submission material is submitted by the stated deadlines.
5. Step II materials are limited to 65 pages of materials that are relevant to the award they are being nominated.

Awards will be presented at the fall faculty meeting in **August 2013.**