



The University of Oklahoma
Health Sciences Center

OFFICE OF THE SENIOR VICE PRESIDENT AND PROVOST

September 1, 2009

MEMORANDUM

TO: HSC Deans and Chairs

FROM: Joseph J. Ferretti, Ph.D.
Senior Vice President and Provost

SUBJECT: Nominations for Faculty Awards and Honors

Enclosed are Calls for Nominations for the following faculty awards and honors:

- 1) George Lynn Cross Research Professorship
- 2) Presidential Professorship
- 3) David Ross Boyd Professorship
- 4) Regents' Award for Superior Teaching
- 5) Regents' Award for Superior Research and Creative/Scholarly Activity
- 6) Regents' Award for Superior Professional and University Service and Public Outreach
- 7) Good Teaching Award
- 8) Provost's Research Award

I encourage you to give this process careful attention. The small quantity of submissions in recent years does not adequately reflect the abundance of truly outstanding teachers and researchers on our campus. Additionally, it is important to give particular attention to women and minorities worthy of nomination.

**** NEW ****

PLEASE NOTE: The University Council on Faculty Awards and Honors, the HSC Research Council, and the HSC Presidential Professorship Selection Committee, have requested receipt of the nomination packets electronically. My office has been working with your faculty affairs staff to accomplish this.

To ensure a complete and consistent process, [specific guidelines](#) for each award nomination are included. Additionally, new [Guidelines for Nomination Materials Submitted for University Awards](#) are also included to ensure consistent formatting. These guidelines, if followed, will not only strengthen each candidate's documentation, but will also expedite the review process.

It is important to expound upon the outstanding performance of our faculty so I encourage your active participation in preparing these nominations. I appreciate your careful attention in the development of these materials.

Enclosures

c: Joseph Waner, Ph.D., Vice President for Research
Marcia Bennett, Ph.D., Vice Provost for Academic Affairs and Health Sciences
Nim Razook, J.D., Chair, University Council on Faculty Awards and Honors
Larry Regens, M.D., Chair, HSC Research Council

AWARDS AND HONORS SUMMARY TIMETABLE

Health Sciences Center 2009-2010

- October 9, 2009 ▪ George Lynn Cross Research Professorship Nominations Are Due from Department Chair to Vice President for Research
(electronically in pdf format and one hard copy)
- October 23, 2009 ▪ Nominations for the Following Awards Are Due from Department Chair to Dean: *(electronically in pdf format and one hard copy)*
- Presidential Professorships
David Ross Boyd Professorships
Regents' Awards for Superior Teaching, Superior Research and Creative Activity, and Superior Professional and University Service
Good Teaching Award
- November 13, 2009 ▪ Nominations for the Following Awards Are Due from the Dean to Senior Vice President and Provost:
(electronically in pdf format and one hard copy)
- Presidential Professorships
David Ross Boyd Professorships
Regents' Awards
Good Teaching Award
- January 7, 2010 ▪ Provost's Research Award Nominations Are Due to the Vice President for Research *(electronically in pdf format and one hard copy)*
- January 29, 2010 ▪ HSC Research Council forwards the George Lynn Cross Research Professorship Recommendations to the Senior Vice President and Provost
- University Council on Faculty Awards and Honors forwards to the Senior Vice President and Provost Recommendations on:
- David Ross Boyd Professorship
Regents' Awards
Good Teaching Award
- February 5, 2010 ▪ The Senior Vice President and Provost forwards the HSC Campus Presidential Professorships Selection Committee recommendations to the President's Office
- Senior Vice President and Provost forwards all other recommendations to the President

GUIDELINES FOR NOMINATION MATERIALS SUBMITTED FOR UNIVERSITY AWARDS

The University Council on Faculty Awards and Honors (UCFAH) requests that the following guidelines are followed for nominations submitted for university awards.

PLEASE NOTE: To prepare dossiers for Presidential Professorships and George Lynn Cross Research Professorships, please refer to those particular awards for their specific requirements.

NEW

(1) **ELECTRONIC TRANSMISSION OF NOMINATIONS:**

An electronic dossier for each nomination is to be submitted by the Dean's Office, via e-mail, to the Provost's Office for placement on a secured website accessible to University Council on Faculty Awards and Honors members only.

NEW

(2) **HARD COPY NOMINATIONS:**

Hard copy dossiers (one unbound copy) are still required for departmental and college review committees, the Dean, the Provost, and the President. **FOLDERS AND NOTEBOOKS ARE NOT ACCEPTABLE.** Double-sided copying of the materials in the dossier is encouraged wherever possible to reduce volume and weight. DO NOT SEND ORIGINALS.

(3) Include a one-page index.

(4) The following sequence should be followed:

- a. Letter from college dean
- b. Letter of nomination - This is the most important part of the application and should be written with that in mind. It should outline the candidate's qualifications for the award and should be a synopsis of the entire application. A three- or four-page letter is not too long as the person (or committee) nominating the candidate must point out how the candidate meets the requirements for the award. Look at the criteria for selection of recipients and address each point. Include innovative teaching, research or service. The letter should be in plain English without jargon and technical terms. The nominator should distinguish between normal (expected) faculty performance and extraordinary achievements.
- c. One-two paragraph biography
- d. Curriculum Vitae (complete)
- e. Letters of support - No more than ten letters from students, current or graduate, OU faculty, or professional colleagues should be included. (Additional letters will be removed.) For teaching awards, letters from students are appropriate; whereas letters from professional colleagues are suitable for research awards. Service awards should be supported by letters from other faculty or individuals who have worked with the candidate in service-related areas. It is wise to solicit more letters than can be used then select from those the most appropriate to include in the application. Letters should be limited to five or fewer pages and specifically address award criteria.
- f. Other supporting materials - For teaching awards, include average scores from student evaluation forms. Departments should clarify to the extent possible the teacher evaluation material that is included in the dossiers. Numerical comparisons are helpful but items of comparison should be made clear in the presentations. A one-page summary could be helpful if presented clearly while pages of unsummarized evaluations are less helpful. Also, written comments by students can be useful.

- (5) The quality and clarity of the documentation and direct application to the award criteria are more important than the length of the dossiers.
- (6) In accordance with Regents' policy, academic units may submit no more than a total of two names for all the Regents' awards (teaching, research and creative activity, and professional and university service).

*** The nomination packet should contain only the items listed above unless stated otherwise ***

Call for Nominations

GEORGE LYNN CROSS RESEARCH PROFESSORSHIP

CRITERIA

To qualify for a George Lynn Cross Research Professorship, a faculty member must have demonstrated outstanding leadership over a period of years in his or her field of learning or creative activity and have been recognized by peers for distinguished contributions to knowledge or distinguished creative work. Members of the Research Council should not be nominated. See [Section 3.14.2 \(revised\)](#) of the [HSC Faculty Handbook](#) for nomination and selection procedures.

TIME SCHEDULE

Academic Unit	By October 9, 2009 the Academic Unit sends the nomination materials electronically, via email, and one hard copy, to the Vice President for Research. Please contact Sheri Melton at 271-1083.
Vice President for Research	Requests appropriate chair/director and college dean to review and comment on nominations. Present all nominations and documentation to the HSC Research Council
HSC Research Council	By January 29, 2010 the HSC Research Council forwards recommendations to the Senior Vice President and Provost. The Council on Faculty Awards and Honors is informed of recommendation(s)
Senior Vice President and Provost	By February 5, 2010 the Senior Vice President and Provost forwards recommendation(s) to the President who will make recommendations to the OU Board of Regents

NEW

ELECTRONIC TRANSMISSION and HARD COPY OF NOMINATIONS:

An electronic dossier for each nomination is to be submitted by the Academic Unit, via e-mail, to the Vice President for Research. [A hard copy of the nomination is still required.](#) Please contact Sheri Melton, Assistant to the Vice President for Research, at 271-1083 for additional information.

NOMINATIONS MUST INCLUDE (In This Order)

- (1) A letter of nomination. This is the most important part of the application. It should be written with that idea in mind. It should outline why the candidate is qualified for the award and should be a synopsis of the entire application. A three- or four-page letter is not too long as the person (or committee) nominating the candidate must point out how their candidate meets the individual requirements listed for conferring the award. Look at the criteria for selection of recipients and try to address each of these points in your letter. Include discussion of innovation in teaching, research, or service.
- (2) A complete bibliography list of his/her publications. [DO NOT INCLUDE COPIES OF REPRINTS WITH APPLICATION.](#)
- (3) The candidate's detailed Curriculum Vitae.
- (4) Names of at least six current department chairs in the candidate's discipline at other institutions. Include the current address, telephone number, facsimile number, and email address of these individuals.

These chairs should be chosen because of the prestige of their departments and their knowledge of the individual's expertise in your candidate's area of study. These chairs provide a vital link in the evaluation process and, in the past on several occasions, the names of chairs supplied by the department have not been able to provide knowledgeable referees. Please make every effort to supply a suitable list of chairs.

The ACE rating of graduate programs may be helpful to you in selecting these chairs. The department chairs listed will be contacted for recommendations on external evaluators in the specialized field of the nominee. These external evaluators in turn will be contacted for their assessment of the nominee's contribution and reputation in his/her field.

The deliberations surrounding the nomination and selection of a George Lynn Cross Research Professor are to be kept in strict confidence. Nominees are not informed that they are among the candidates being considered for the award. It is only on the basis of an assurance of confidentiality that we can hope to achieve honest evaluation from those persons on whom we must rely for information.

PERQUISITES

In the year of designation as a George Lynn Cross Research Professor, the person receiving the professorship will receive a one-time cash award of \$7,000 and a permanent salary increase of 7% or \$7,000 minimum starting in the subsequent fiscal year. Persons named George Lynn Cross Professors on or after Spring 1996 are not eligible for consideration as Presidential Professors.

TERM OF THE AWARD

The term of a George Lynn Cross Research Professor is continuous until retirement.

ADDITIONAL INFORMATION

For questions pertaining to the nomination procedures, please call the Office of the Vice President for Research at 271-2090. Also, if your department nominated someone last year and is considering re-nomination this year, please discuss this with the Vice President for Research to determine if a re-nomination is appropriate this year.

The nomination packet should contain only the items listed above

PRESIDENTIAL PROFESSORSHIPS

GUIDELINES FOR NOMINATION MATERIALS SUBMITTED

The HSC Presidential Professorship Selection Committee requests the following guidelines be followed when submitting nominations for the Presidential Professorship.

NEW

(1) **ELECTRONIC TRANSMISSION OF NOMINATIONS:**

An electronic dossier for each nomination is to be submitted by the Dean's Office via e-mail, to the Provost's Office for placement on a secured website accessible to Presidential Professorship Selection Committee members only.

NEW

(2) **HARD COPY NOMINATIONS:**

Hard copy dossiers (one unbound copy) are still required for departmental and college review committees, the Dean, the Provost, and the President. **FOLDERS AND NOTEBOOKS ARE NOT ACCEPTABLE.** Double-sided copying of the materials in the dossier is encouraged wherever possible to reduce volume and weight. **DO NOT SEND ORIGINALS.**

NOTE: Dossier materials are to be presented in the following order:

- (1) Cover Page
- (2) Include a one-page index and/or tabs or light divider pages between sections.
- (3) The following sequence should be followed:
 - a. Letter of Nomination (usually from the department chair – no more than 5 double spaced pages)

This is the most important part of the application and should be written with that in mind. It should outline the candidate's qualifications for the award and should be a synopsis of the entire application. The letter must point out how the candidate meets the requirements for the award. Look at the criteria for selection of recipients and address each point. Include innovative teaching, research or service. The letter should be in plain English without jargon and technical terms. The nominator should distinguish between normal (expected) faculty performance and extraordinary achievements.

- b. Letter from the Dean
- c. Curriculum Vitae (complete)
- d. Narrative Assessment – should address applicable categories below:
 - Teaching
 - Research and Creative/Scholarly Achievement
 - University and Professional Service and Public Outreach

DO NOT include copies of reprints or certificates. These items will be removed.

- e. Faculty Evaluations – from previous 3 years (2007 – 2009)
- f. Letters of Support:

No more than 5 letters from among faculty within their academic unit; professional colleagues within their discipline; or from students (current/former/alumni). Additional letters will be removed

Letters should be commentary attesting to the nominee's ability to excel in all areas of scholarship and specifically address award criteria.

The quality and clarity of the documentation and direct application to the award criteria are more important than the length of the dossiers.

*** The nomination packet should contain only the items listed above unless stated otherwise ***

Call for Nominations

PRESIDENTIAL PROFESSORSHIP

QUALIFICATIONS

Presidential Professors are those faculty members who excel in all their professional activities and who relate those activities to the students they teach and mentor. These professors inspire their students, mentor their undergraduate, graduate, and/or professional students in the process of research and creative/scholarly activity within their discipline, and exemplify to their students (both past and present) and to their colleagues (both at the University and within their disciplines nationwide) the ideals of a scholar through their endeavors in teaching, research and creative/scholarly activity, and professional and University service and public outreach.

See [Section 3.14.4 \(revised\)](#) of the [HSC Faculty Handbook](#) for more information.

TIME SCHEDULE

Academic Unit	By October 23, 2009 the Academic Unit sends one electronic and one hard copy of the nomination packet (including letters of recommendation) to college dean
Dean	By November 13, 2009 , the College Dean forwards one electronic and one hard copy of the nominations of faculty within their college with comments to HSC Senior Vice President and Provost
HSC Presidential Professorship Selection Committee	By February 5, 2010 the HSC Presidential Professorship Selection Committee forwards recommendations to the President
President	By March 4, 2010 the President will make recommendations to the OU Board of Regents

NOMINATIONS MUST INCLUDE

- (1) The nominee's curriculum vitae and faculty evaluations for the previous three years (or since beginning at the University if the nominee has been at the University less than three years).
- (2) A narrative assessment (no more than 5 double-spaced pages) of:
 - a. The impact of the nominee's research and creative activity on his/her students.
 - b. The nominee's contribution to the undergraduate instructional enterprise including such examples as:
 - (1) The effectiveness of lower-division and upper-division undergraduate courses developed and taught by the nominee.
 - (2) The extent of the nominee's involvement with undergraduates in advising and mentoring within the academic discipline. This could include the quantity and quality of the independent study enrollments (3990, 4990, 3960, 3980, etc.). Undergraduate Research Opportunities Program (UROP) and Undergraduate Research Day (URD) sponsorships, Research Experience for Undergraduates (REU) sponsorships, placement of undergraduates in quality graduate programs, number of academic advisees, and the sponsorship of academic clubs or academic honoraries.
 - (3) The extent of the nominee's involvement with the planning and review of the undergraduate program within the academic unit. This could include chairing an undergraduate studies or program committee that undertook major changes in the undergraduate program or other leadership roles within the academic unit, college, or University that resulted in an updated and improved undergraduate program.

- (4) The extent of the nominee's involvement with undergraduates through University-wide programs such as the freshman Gateway course, freshman seminars, the residence hall adopt-a-faculty program, or other programs outside the classroom.
- c. The nominee's contribution to the graduate instructional enterprise including such examples as:
 - (1) The effectiveness of graduate courses developed and taught by the nominee.
 - (2) The extent of the nominee's advising and mentoring involvement with graduate students within the academic discipline. This could include numbers of theses and dissertations supervised, publications co-authored with graduate students, graduate students supported through external grants and contracts, and the job placement of the nominee's graduate students.
 - (3) The extent of the nominee's involvement with the planning and review of the graduate program within the academic unit. This could include chairing a graduate studies or program committee that undertook major changes in the graduate program or other leadership roles within the academic unit, college, or University that resulted in an updated and improved graduate program.
 - d. Up to five letters from among current undergraduates or alumni, current or former graduate students, University colleagues, or colleagues within the nominee's academic discipline from other campuses. Among all these letters, there should be commentary attesting to the nominee's ability to excel in all professional activities and relate those activities to the students they teach and mentor. However, any one reference is unlikely to be able to attest to all aspects of a nominee's professional activities.

SELECTION COMMITTEE

The HSC Selection Committee will be chaired by the Senior Vice President and Provost and the Vice President for Research, who serve as non-voting members. Thirteen (13) members of the selection committee will be chosen as follows:

- (1) The President will select six faculty and three academic administrators from among current members on the Research Council, University Council on Faculty Awards and Honors – Health Sciences Center Campus members, and Deans' Council. In the initial year, three appointees will be asked to serve a one-year term, three appointees will be asked to serve a two-year term, and three appointees will be asked to serve a three-year term.
- (2) The President will also select two faculty-at-large from the HSC campus tenure track, tenured, and consecutive term faculty to serve. In the initial year, one will be asked to serve a one-year term, and the other a two-year term.
- (3) The President will also select two distinguished outside individuals to serve. In the initial year, one will be asked to serve a one-year term, and the other a two-year term.

In subsequent years, the selection committee will be composed of six faculty and three academic administrators serving three-year staggered terms, two faculty-at-large serving two-year staggered terms, and two outside individuals serving two-year staggered terms.

- (4) Faculty members who are nominees must recuse themselves from the committee during that particular year, and the President will replace them so as to maintain the composition of the selection committee.

SELECTION PROCEDURE

- (1) **Initiation.** The President's Office – in conjunction with the Senior Vice President and Provost of the Norman Campus and the Senior Vice President and Provost of the Health Sciences Center – (a) will review the number of vacant Presidential Professorships, (b) will hold three vacancies each year for recruitment leverage, and (c) will issue a Call for Nominations by September 30. Separate selection committees will be constituted on the Norman and Health Sciences Center campuses.

- (2) **Nominations.** Nominations should be prepared by Chairs, Directors, and Committee A, or other faculty groups and forwarded to both the appropriate Dean and Senior Vice President and Provost. **Self-nominations will not be accepted.** Deans will forward the nominations with their own comments to their campus Provost. Each Provost will convene his or her campus' selection committee.
- (3) The **Selection Committees'** selections for the Presidential Professors must be forwarded by **February 5** to the President's Office along with all nominations and all substantiating materials pertaining to all nominees. The President will make recommendations to the Board of Regents during the **March Board of Regents' Meeting.**
- (4) The final selections will be announced for Norman Campus at the annual Faculty Awards Ceremony and for the Health Sciences Center at the Spring General Faculty Meeting.

PERQUISITES

The Professorship is awarded for a four-year term. Assistant and Associate Professors receive \$5,000 per year and Professors receive \$10,000 per year. To be eligible for funding in any given year, a faculty member must be considered as a full-time continuing member of the University.

Decisions regarding merit increases in base faculty salary in the academic year will be made independently of faculty status as a Presidential Professor.

Presidential Professors will be given the option each year of receiving the professorship funding as: (1) a taxable salary supplement plus associated fringe benefits; paid in two installments, one in the Fall semester and one in the Spring semester, or as a summer salary; or (2) a faculty development grant within their departmental account(s) for use in travel, graduate student stipends, instructional enhancement, and research development, or (3) a combination of 1 and 2.

TERM OF THE AWARD

The Professorship is granted for a four-year term with the faculty member receiving the funding each year based on their faculty rank.

The nomination packet should contain only the items listed above

Call for Nominations

DAVID ROSS BOYD PROFESSORSHIP

CRITERIA

To qualify for a David Ross Boyd Professorship, a faculty member must have consistently demonstrated outstanding teaching, guidance, and leadership for students in an academic discipline or in an interdisciplinary program within the University. Among more specific criteria which may be considered are the degree to which the candidate:

- establishes, communicates, and fulfills appropriate course and program goals;
- utilizes formats and techniques that are appropriate to the students served;
- measures student performance appropriately and fairly;
- establishes relationships with students that facilitate mutual respect and communication;
- stimulates an intellectual inquisitiveness and communicates methods of pursuing that inquiry;
- brings about change in students' knowledge, motives, and attitudes;
- fosters the professional development of colleagues and serves as a model for colleagues and students; and contributes to the success of students.

See [Section 3.14.1 \(revised\)](#) of the [HSC Faculty Handbook](#) for more information.

TIME SCHEDULE

Academic Unit	By October 23, 2009 the Academic Unit sends one electronic and one hard copy of each nomination to the dean
Dean	By November 13, 2009 , the College Dean sends one electronic and one hard copy of each nomination and recommendations to the Senior Vice President and Provost. The Senior Vice President and Provost refers all nominations and recommendations to the Council on Faculty Awards and Honors
Council on Faculty Awards and Honors	By January 29, 2010 the Council on Faculty Awards and Honors recommends to the Senior Vice President and Provost
Senior Vice President and Provost	By February 5, 2010 the Senior Vice President and Provost recommends to the President

NEW

ELECTRONIC TRANSMISSION and HARD COPY OF NOMINATIONS:

An electronic dossier for each nomination is to be submitted by the Dean's Office via e-mail, to the Provost's Office for placement on a secured website accessible to University Council on Faculty Awards and Honors members only. Please see the Guidelines for Nomination Materials Submitted for University Awards (page 3) for information regarding hard copy nominations.

NOMINATION PROCEDURES

Initiation. The Senior Vice Presidents and Provosts will solicit recommendations for the professorship by September and announce appropriate schedules for processing the nominations.

Recommendations. Any academic unit may submit to the college dean the name of one tenured faculty member with the rank of professor. The recommending unit will be responsible for assembling the supporting documentation. The dean of the college will review the recommendations and add his or her comments to the recommendation(s) considered to be most worthy. The dean will submit all the recommendations and

supporting documentation to the Office of the Senior Vice President and Provost. The Senior Vice Presidents and Provosts will forward these materials to the University Council on Faculty Awards and Honors.

Supporting Documentation. Recommendations are to be accompanied by specific evidence that the nominee meets the criteria for selection. Whenever possible, surveys of representative groups of present and former students should be made and reported.

SELECTION PROCEDURE

Review. The University Council on Faculty Awards and Honors shall recommend to the President, through the Senior Vice Presidents and Provosts, only those nominated faculty considered by the Council to be most highly qualified and most deserving of being awarded the David Ross Boyd Professorship. The Council also shall transmit all substantiating materials pertaining to all nominees.

Selection. The Senior Vice Presidents and Provosts will review the nominees from the respective campuses and forward their recommendations, along with all nominations and all substantiating materials pertaining to all nominees, to the President, who will make recommendations to the Board of Regents.

PERQUISITES

In the year of designation as a David Ross Boyd Professor, the person receiving the professorship will receive a one-time cash award of \$7,000 and a permanent salary increase of 7% or \$7,000 minimum starting in the subsequent fiscal year. Persons named David Ross Boyd Professors on or after Spring 1996 are not eligible for consideration as Presidential Professors. On the Norman Campus, each year the Senior Vice President and Provost in consultation with the Director of the Instructional Development Program shall establish a fund from which David Ross Boyd Professors, who are involved in full time teaching, can request support for their instructional activities.

TERM OF THE AWARD

The term of a David Ross Boyd Professor is continuous until retirement.

The nomination packet should contain only the items listed above

Call for Nominations

REGENTS' AWARDS

The Regents' Award is an annual University-funded award that may be given for superior accomplishments in any of the following:

**Superior Teaching
Superior Research and Creative/Scholarly Activity
Superior Professional and University Service and Public Outreach**

CRITERIA

Substantiating data should relate directly to the individual's effectiveness in the award area for which he or she is under consideration (teaching, research, creative/scholarly activity, and professional University service and public outreach). The data should be derived from as many as possible of the following sources of evaluation: faculty colleagues, undergraduate and graduate students, residents, fellows, alumni, departmental chairs, personnel committees, as well as from off-campus sources where appropriate.

See [Section 3.13.1 \(revised\)](#) of the [HSC Faculty Handbook](#) for more information.

TIME SCHEDULE

Academic Unit	By October 23, 2009 the Academic Unit sends one electronic and one hard copy of each nomination to the dean
Dean	By November 5, 2009 the College Dean sends one electronic and one hard copy of each nomination and recommendations to the Senior Vice President and Provost. The Senior Vice President and Provost refers all nominations and recommendations to the Council on Faculty Awards and Honors
Council on Faculty Awards and Honors	By January 29, 2010 the Council on Faculty Awards and Honors recommends to the Senior Vice President and Provost
Senior Vice President and Provost	By February 5, 2010 the Senior Vice President and Provost recommends to the President

NEW

ELECTRONIC TRANSMISSION and HARD COPY OF NOMINATIONS:

An electronic dossier for each nomination is to be submitted by the Dean's Office via e-mail, to the Provost's Office for placement on a secured website accessible to University Council on Faculty Awards and Honors members only. Please see the Guidelines for Nomination Materials Submitted for University Awards (page 3) for information regarding hard copy nominations.

NOMINATION PROCEDURES

1. The Senior Vice Presidents and Provosts will solicit recommendations for the awards during the Fall semester and announce appropriate schedules for processing the nominations.
2. An academic unit may submit no more than a total of two names for all of the Regents' Awards. The name of each person recommended for nomination by the academic unit should be supported by substantiating statements as described under Criteria for Selection. The suggested nominations and supporting information are to be sent to the dean of the academic unit. The dean will transmit to the appropriate

Senior Vice President and Provost names of nominees and all substantiating data and will append, for each nominee, his or her own statement of endorsement. The Vice President for Research from each campus shall share in the evaluation of nominees for the Regents' Award for Superior Research and Creative/Scholarly Activity. The University Council on Faculty Awards and Honors will consider the nominations and make its recommendations through the Senior Vice Presidents and Provosts to the President.

SELECTION PROCEDURES

1. The University Council on Faculty Awards and Honors shall consider only the formal nominations. The Council may seek additional data about the nominees from such sources as seem appropriate.
2. The Council shall recommend to the President, through the Senior Vice Presidents and Provosts, as many as nine faculty members for the awards, with the understanding the majority of the awards will be given for Superior Teaching. The Council also shall transmit all substantiating materials pertaining to all nominees. The Senior Vice Presidents and Provosts will review the nominees and forward their recommendations, along with all substantiating materials, to the President, who will make recommendations to the Board of Regents for consideration.
3. The final selection of the recipients will be made by the Board of Regents.

ANNOUNCEMENT

The recipients of the Regents' Award for Superior Teaching, Regents' Award for Superior Research and Creative/Scholarly Activity, and Regents' Award for Superior Professional and University Service and Public Outreach, will be announced by the Board of Regents at the spring meetings of the faculty.

PERQUISITES

Each award will consist of affixing the recipient's name to a permanent plaque in a prominent and suitable location, and a cash award of \$2,000. A certificate suitable for framing will be presented to the recipient.

The nomination packet should contain only the items listed above

Call for Nominations

GOOD TEACHING AWARDS

The purpose of the Good Teaching Award is to recognize excellence in teaching performance at the undergraduate level and to provide an incentive to achieve that goal. Two faculty will be selected annually for the Good Teaching Award and will receive a cash prize of \$1,500 each.

A red arrow-shaped icon pointing to the right, containing the word "NEW" in white capital letters.

ELECTRONIC TRANSMISSION and HARD COPY OF NOMINATIONS:

An electronic dossier for each nomination is to be submitted by the Dean's Office via e-mail, to the Provost's Office for placement on a secured website accessible to University Council on Faculty Awards and Honors members only. Please see the Guidelines for Nomination Materials Submitted for University Awards (page 3) for information regarding hard copy nominations.

METHOD OF NOMINATIONS

These procedures are intended to stimulate a sufficient number of representative nominations and to furnish appropriate and comparable supporting data about each nominee to the President and others who must evaluate these nominations.

Nominations will originate with the academic units and will be submitted to the college deans and other administrators responsible for groups of teaching departments. The University Council on Faculty Awards and Honors will consider the nominations and make its recommendation to the President via the Senior Vice President and Provost.

NOMINATIONS BY THE ACADEMIC UNIT

Suggested nominations and supporting information are to be sent to the dean (or cognizant administrator). Please check with your college dean's office to determine this deadline. Each academic unit may suggest no more than one person.

Nomination should be supported by substantiating statements as described under "Criteria" below.

FORMAL NOMINATION(S) BY THE DEAN

With the name(s) of the nominee(s), the deans will transmit to the Senior Vice President and Provost all substantiating data and will append, for each nominee, their own statements of endorsement. The nominations and related materials are to be delivered to the Office of the Senior Vice President and Provost by **November 13**.

The Dean of University College may submit nominations to the Senior Vice President and Provost along with substantiating data. These nominations and related materials are to be delivered to the Office of the Senior Vice President and Provost by **November 13**.

CONSIDERATION BY THE UNIVERSITY COUNCIL ON FACULTY AWARDS AND HONORS

The Council shall consider the formal nominations, together with accompanying data. The Council may seek additional data about the nominees from any appropriate source. The Council shall recommend to the Senior Vice President and Provost by **January 29, 2010**, two nominees to be recipients of the Good Teaching Award. However, the Council shall transmit to the Senior Vice President and Provost all substantiating materials pertaining to all nominees. The Senior Vice President and Provost submits recommendations to the President for consideration by **February 5, 2010**.

METHOD OF SELECTION

The final selection of the recipients will be made by the President.

CRITERIA

Only full-time faculty members with the rank of instructor or higher from any academic program with an undergraduate component shall be nominated specifically for this award. Tenure is not required. Those holding distinguished professorships are not eligible. Persons receiving the Regents' Award for Superior Teaching, Research and Creative Activity, and Professional and University Service, are not eligible during the year of their award. A person who has received a Good Teaching Award is not eligible for the next three years after he/she receives it.

Substantiating data should relate directly to the individual's teaching effectiveness at the undergraduate level. These data should be derived from as many as possible of the following sources of evaluation: students in classes, faculty colleagues, seniors and alumni, department chairs, and Committee A. All data submitted should be clearly identified as to the source of the evaluation and the procedures used to obtain them.

Data of recent origin are preferred. However, data submitted one year for a nominee who was not chosen for the award that year may be updated and resubmitted in a later year.

A curriculum vita is expected for general background information, but data of a biographical nature or data pertaining to the nominee's administrative duties, research or creative activities, publications, and service will not be considered as evidence in support of these nominations.

AWARDS

The recipients of the Good Teaching Awards are announced by the President and/or Senior Vice President and Provost at the Spring Faculty Awards Ceremony and Spring General Faculty Meeting. Each receives a cash prize of \$1,500.

The nomination packet should contain only the items listed above

Call for Nominations

PROVOST'S RESEARCH AWARDS

The Provost's Research Award recognizes meritorious research. Two awards are given each year to full-time faculty members; one each for junior (assistant professors) and senior (associate professors and full professors) faculty. The awards are given for a significant personal achievement of original research. The awards are \$2,000 each and unrestricted.

See [Section 3.13.2 \(revised\)](#) of the [HSC Faculty Handbook](#) for more information.

NOMINATION PROCEDURES

Nominations will be solicited during the fall semester and can be made by any full professor. Please adhere to the following guidelines below (in order) when submitting nominations for the Provost's Research Award.

NEW

(1) **ELECTRONIC TRANSMISSION and HARD COPY OF NOMINATIONS:**

An electronic dossier for each nomination is to be submitted via e-mail to the Vice President for Research. A hard copy dossier is still required. **FOLDERS AND NOTEBOOKS ARE NOT ACCEPTABLE.** Double-sided copying of the materials in the dossier is encouraged wherever possible to reduce volume and weight. **Please contact Sheri Melton, Assistant to the Vice President for Research, at 271-1083 for additional information.**

(2) Use tabs or light divider pages between sections.

(3) The following sequence should be followed:

- a. Provost's Research Award Nomination Form (attached). Complete online and print.
- b. Nomination letter to the Vice President for Research describing the research achievements.
- c. Detailed Curriculum Vitae
- d. **DO NOT INCLUDE COPIES OF REPRINTS WITH APPLICATION.**
- e. Three to five reference letters.

The nominations will be evaluated by the Health Sciences Center Research Council, and the two judged best for each award will be forwarded to the Senior Vice President and Provost, along with an evaluation which gives the reasons for the recommendations. **Nominations are due in January of each year (see Time Schedule below).**

SELECTION

The selections are made by an ad hoc committee consisting of the chair of the Health Sciences Center Research Council, the Vice President for Research, and the Senior Vice President and Provost.

RECIPIENTS

The recipients of the Provost's Research Award will be announced by the Senior Vice President and Provost at the Spring Meeting of the General Faculty.

TIME SCHEDULE

By January 8, 2010: Full Professor forwards nominations ([electronically via email and one hard copy](#)) to the Vice President for Research. **Please contact Sheri Melton, at 271-1083 for additional information.**

PROVOST'S RESEARCH AWARDS

GUIDELINES FOR NOMINATING ASSISTANT PROFESSOR (Junior Faculty) (Ratings will be on a 100-point scale)

Publications: (25 points) Nominee should include at least one publication as senior author or as second author in two publications in national peer-reviewed journal(s) within the last two years.

Presentation: (15 points) Nominee should have presented within the last two years at a national meeting sponsored by an academic/research society directly related to the nominee's expertise.

Research Effort: (20 points) Nominee should have developed present research program which may include collaborative efforts with peers and colleagues. Major effort may be restricted to nominee rather than to an assembled group.

Sponsored Funding: (15 points) Nominee should have a record of requests for funding by proposal submission, approved-but-not-funded, or PI on a state (OCAST) or local (Presbyterian) grant, or Co-PI on a national peer-reviewed award. Nominee should have a record of funded research.

Application of Research Effort: (10 points) Nominee should provide evidence of research results through such means as seminars, presentations, and mentorship of students.

Recognition by Peers: (15 points) Nominee should provide evidence of invited lectures, workshops, collaborative associations, letters of reference from colleagues and peers in candidate's research area, or other sources of recognition.

GUIDELINE FOR NOMINATING ASSOCIATE PROFESSOR OR PROFESSOR (Senior Faculty) (Ratings will be on a 100-point scale)

Publications: (25 points) Optimum would include senior author of a paper published in a national peer-reviewed journal within the year (chapter or textbook can replace journal). Nominee should have a record of significant publications.

Presentations: (15 points) Nominee's work should have been presented within the year at a national meeting sponsored by an academic/research society directly related to the nominee's expertise.

Research Effort: (15 points) Nominee should have demonstrated senior level research effort by directing an active research program. Nominee should have a "mature" program with personnel, facilities, publications, and funding.

Sponsored Funding: (20 points) Nominee is currently P.I. on a sponsored research grant (preferable from a national funding source) or has been the P.I. within the last year.

Application of Research Effort: (10 points) Evidence of seminars, presentations, mentorship of students, etc

National Recognition: (15 points) Participation on editorial boards, study sections, invited presentations, site visits, letters of reference from colleagues and peers in candidate's research area, etc.

The University of Oklahoma Health Sciences Center
PROVOST RESEARCH AWARD NOMINATION

Nominee

Department/College

Department Chair

Award Level:

Assistant Professor

Associate Professor

Professor

Signature of Person Making Nomination

Date

[Summary statements for each of the six evaluation categories \(See nominating procedure and evaluation guidelines\).](#)

1) Publications:

2) Presentations:

3) Research Effort:

4) Sponsored Funding:

5) Application of Research Effort:

6) Recognition by Peers/National Recognition:

2009 – 2010

UNIVERSITY COUNCIL ON FACULTY AWARDS AND HONORS

A.F. Al-Assaf	Health Administration and Policy
Nancy Chu	Nursing
Dora DiGiacinto	Medical Imaging and Radiation Sciences
Kevin Haney	Pediatric Dentistry
Satish Kumar	Medicine
LeRoy Blank	Chemistry and Biochemistry (Norman)
S. Lakshmirarahan	Computer Sciences (Norman)
Nim Razook, Chair	Marketing (Norman)
Dan Snell	History (Norman)
Linda Zagzebski	Philosophy (Norman)
TBD	Student Representative
Sean Bauman	Alumnus

2009 – 2010

RESEARCH COUNCIL - *Health Sciences Center*

Shrikant Anant	Medicine
Lazelle Benefield	Nursing
Carol Dionne	Rehabilitation Sciences
Kevin Haney	Pediatric Dentistry
Roy Oman	Health Promotion Sciences
James Regens	Occupational and Environmental Health
Jorge Saucedo	Medicine
Awasthi Vibhudutta	Pharmaceutical Sciences
Joseph Waner, Vice President for Research	Ex-Officio, Non Voting

2009 – 2010

PRESIDENTIAL PROFESSORSHIP SELECTION COMMITTEE - *Health Sciences Center*

Joseph J. Ferretti, Senior Vice President	Co-Chair (non-voting)
Joseph Waner, Vice President for Research	Co-Chair (non-voting)
TBD	(UCFAH)
Kevin Haney	Pediatric Dentistry (UCFAH)
Toni Ripley	Pharmacy Clinical & Administrative Sci (UCFAH)
David Garrison	Rehabilitation Sciences (Research Council)
TBD	(Research Council)
Awasthi Vibhudutta	Pharmaceutical Sciences (Research Council)
TBD	(Deans' Council)
JoLaine Draugalis	College of Pharmacy (Deans' Council)
P. Kevin Rudeen	College of Allied Health (Deans' Council)
Elisa Lee	Biostatistics and Epidemiology (Faculty)
TBD	(Faculty)
Leslie Hudson	Distinguished Community Member
TBD	Distinguished Community Member