

**July 20, 2020**

## Humanities and Social Sciences: Process for Nominating Faculty to the University Faculty Scholars Program for 2019-20: **Nominations due August 24, 2020. Please note the early deadline.**

The University Faculty Scholars Program was established in 2012 by Chancellor Woodson to recognize and reward emerging academic leaders among our faculty. The Provost's memo for the 2020-21 cycle has been posted and is attached to this document.

### College Process

The college deadline for UFS nominations is August 24, 2020. Please note that this is considerably earlier than in prior years due to the earlier beginning of the Fall 2020 semester. As noted in the program's guidelines:

Nominations are limited to assistant professors who have been re-appointed for a second term, all associate professors, and professors within the first three years of appointment at that rank. Faculty members who were nominated but not named University Faculty Scholars in previous years and still meet eligibility requirements may be re-nominated by their college. No faculty member may receive the award more than once.

Department heads are invited to nominate eligible members of their faculty for this recognition. **Our College may nominate up to seven faculty members for this recognition.** However, the College is not obligated to use all seven of its "slots." The review committee may limit the number of recommended nominees to only those who will be most competitive at the University level.

As noted above, department heads may recommend scholars who were nominated in prior years but who were not selected at the university level, provided they remain eligible for the University Faculty Scholar recognition. However, those who are re-nominated should prepare a new and current nomination package.

The Provost Office's website for this program is at <http://www.provost.ncsu.edu/special-initiatives/university-faculty-scholars/>

### Instructions for Preparing and Submitting Nominations

**Deadline:** By August 24, 2020, the department heads will submit three nomination files in the form described below to the College Research Office at [chass\\_research@ncsu.edu](mailto:chass_research@ncsu.edu). Please follow these instructions carefully to ensure that accurate and complete nominations are submitted.

- PDF File 1, as noted in the call for nominations, "should contain the current CV, current Statement of Faculty Responsibilities (SFR), summary of current teaching evaluations, and, if applicable, the impact statement from faculty with significant extension responsibilities that describes how their service philosophy and activities impact the extension community." Save this file as *surnameCV UFS.pdf*
- PDF File 2, containing the support letters, should be saved, and submitted as

lastnameletters UFS.pdf. These letters include

- A letter of *nomination* from a colleague other than the department head addressing the nominee's qualifications and potential.
- A letter of *support* from the nominee's department head, explaining why the candidate is worthy of University Faculty Scholar recognition, including, where appropriate, an assessment of the potential of losing the candidate to a different institution.
- Please note: "The letters of support should not only address the nominee's qualifications but should also provide sufficient information that will help the Provost's Administrative Advisory Committee evaluate the nominee's leadership potential in the context of her or his appointment across the realms of responsibility."
- Nomination materials may not be sent to the Associate Dean directly by a referee or candidate. Please do not direct your referees to send letters to the Research Office. These materials must be packaged as described in this memo.
- Please also supply a third document, in Microsoft Word or a text file, *not* as a PDF, in the form of a narrative that the Dean can use to shape his strong letter. Save the file as lastnamehighlights.docx.

Nomination materials that do not follow these format and content requirements will be returned to the nominating department for correction and resubmission.

## College Advisory Committee and College Representative on the University Advisory Committee

The Dean will appoint a Chair and members of the College Advisory Committee to review applications and make recommendations to the Dean. This committee will consist of a chair and no fewer than four additional members, to be drawn from among these faculty members:

- All College faculty members who currently hold the designation of University Faculty Scholar. These faculty members are:
 

<ul style="list-style-type: none"> <li>○ John Begeny, Psychology</li> <li>○ Matthew Booker, History</li> <li>○ Sarah Bowen, Sociology and Anthropology</li> <li>○ Jeni Burnette, Psychology</li> <li>○ Sarah Desmarais, Psychology</li> <li>○ Robin Dodsworth, English</li> <li>○ Adriana de Souza e Silva, Communication</li> <li>○ Jing Feng, Psychology</li> <li>○ Lori Foster, Psychology</li> <li>○ Paul Fyfe, English</li> <li>○ Akram Khater, History</li> </ul>	<ul style="list-style-type: none"> <li>○ Christopher Mayhorn, Psychology</li> <li>○ Jeff Mielke, English</li> <li>○ Anne McLaughlin, Psychology</li> <li>○ Steve McDonald, Sociology and Anthropology</li> <li>○ Adam Meade, Psychology</li> <li>○ Shevaun Neupert, Psychology</li> <li>○ Branda Nowell, SPIA Public Administration</li> <li>○ Lynsey Romo, Communication</li> <li>○ Timothy Stinson, English</li> <li>○ Laura Widman, Psychology</li> </ul>
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- For departments without University Faculty Scholars, we will seek to include senior professors and Distinguished Professors on this committee.

The Office of Research and Engagement will staff this committee and help organize its work, but the Associate Dean for Research and Engagement will not be a member of this committee. When requested by the University, the Dean will also recommend to the Provost a college representative to the Administrative Advisory Committee that will review nominations at the University level.

\ **On or before September 10**, the College Advisory Committee will recommend to the Associate Dean for Research and Engagement no more than seven nominations for University Faculty Scholars.

The Dean will select nominees from among those recommended by the College advisory committee and will forward his nominations to the University Advisory Committee.

Please direct questions to Associate Dean Tom Birkland ([tbirkla@ncsu.edu](mailto:tbirkla@ncsu.edu) or 919-513-1834) at any time.

**MEMORANDUM**

**TO:** College Deans, Associate Deans for Academic Affairs and Academic Department Heads

**FROM:** Warwick A. Arden   
Executive Vice Chancellor and Provost

**SUBJECT:** 2020-21 University Faculty Scholars Program

**DATE:** July 13, 2020

The University Faculty Scholars Program was established in 2012 by Chancellor Woodson to recognize and reward emerging academic leaders among our tenured and tenure-track faculty. I am pleased to announce that the program is continuing for the academic year 2020-21. We will identify approximately twenty (20) tenured or tenure-track faculty scholars who will receive a permanent five percent increase to their base salary and will carry the title University Faculty Scholar for the duration of their faculty appointment at NC State.

The nomination process remains the same. Nominations are limited to assistant professors who have been re-appointed for a second term, all associate professors, and professors within the first three years of appointment at that rank. Faculty members who were nominated but not named University Faculty Scholars in previous years and still meet eligibility requirements may be re-nominated by their college. No faculty member may receive the award more than once.

The maximum number of nominations that each college may submit is listed in the following table. The number of nominations is based on the number of tenured and tenure-track faculty FTEs in that college. No college will receive a predetermined number of awards in any year.

**University Faculty Scholars 2020-21 College Nomination Caps**

<b>College</b>	<b>Nominations</b>
College of Agriculture and Life Sciences	8
College of Design	2
College of Education	2
College of Engineering	8
College of Humanities and Social Sciences	7
Poole College of Management	2
College of Natural Resources	2
College of Sciences	6
Wilson College of Textiles	2
College of Veterinary Medicine	3

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Each college has established its own nomination procedure, including input from senior faculty in that college, and I have asked each dean to post their college's procedure on their website. If there have been changes to your nomination procedure, please be sure to inform Marielle Pohan, assistant for communications in the Office of the Provost ([mpohan@ncsu.edu](mailto:mpohan@ncsu.edu)), by August 10, so that she can link the revised procedures to the University Faculty Scholars Program website.

**Nominations are due by Friday, September 25, 2020**, and you will be receiving detailed instructions regarding submission of your college's nominees soon from Vice Provost for Faculty Affairs Katharine Stewart. Judy Austin, awards coordinator, will be your contact person and you may reach her at [jcaustin@ncsu.edu](mailto:jcaustin@ncsu.edu).

Please note that this year's nomination submission deadline is scheduled a few weeks earlier than normal in order to accommodate the change in the fall semester calendar and to provide departments and colleges ample time to prepare nominations. We anticipate a return to typical nomination deadlines in the 2021-22 academic year.

Additional information on the University Faculty Scholars Program including links to college nominating procedures can be found at: [go.ncsu.edu/university-faculty-scholars](http://go.ncsu.edu/university-faculty-scholars).

cc: W. Randolph Woodson, Chancellor  
Katharine Stewart, Vice Provost for Faculty Affairs