

September 7, 2023

Humanities and Social Sciences: Process for Nominating Faculty to the University Faculty Scholars Program for 2023-24: Nominations due in the college September 25, 2023.

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 2023-24 cycle has been posted. Details are at <https://provost.ncsu.edu/strategic-initiatives/university-faculty-scholars/university-faculty-scholars-selection-process/> The Provost's memo is attached. This document outlines the college's process for preparing and submitting nominations for our college's review.

College Process

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 six faculty members for this recognition.** However, the college is not obligated to use all 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. Department heads may recommend eligible scholars who were nominated in prior years but who were not selected at the university level. However, those who are re-nominated should prepare a current nomination package.

Instructions for Preparing and Submitting Nominations

Deadline: By September 25, 2023, for each nominee the department heads will submit three nomination files in the form described below to the College Research Office at 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, "will 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, will be saved, and submitted as *surnameletters UFS.pdf*. These letters include
 - A letter of *nomination* from a colleague other than the department head addressing the nominee's qualifications and potential. Please ensure that this letter uses the current NC State letterhead template and design conventions
 - 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 ensure that this letter uses the current NC State letterhead template and design conventions.
 - 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 highlights that the Dean can use to shape her letter of support. More detailed narratives will be of greater help to the college as we prepare these letters. This can be in prose or as a *detailed* set of bullet points. Save the file as `surnamehighlights.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 the chair and at least 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:
 - John Begeny, Psychology
 - Matthew Booker, History
 - Sarah Bowen, Sociology and Anthropology
 - Jeni Burnette, Psychology
 - Martha Crowley, Sociology and Anthropology
 - Huling Ding, English
 - Xiaolin Duan, History
 - Veljko Dubljević, Philosophy and Religious Studies
 - Robin Dodsworth, English
 - Adriana de Souza e Silva, Communication
 - Eduardo Corral, English
 - Jing Feng, Psychology
 - Lori Foster, Psychology
 - Paul Fyfe, English
 - Akram Khater, History
 - Christopher Mayhorn, Psychology
 - Jeff Mielke, English
 - Anne McLaughlin, Psychology
 - Steve McDonald, Sociology and Anthropology
 - Adam Meade, Psychology
 - James Mulholland, English
 - Kelly Lynn Mulvey, Psychology
 - Shevaun Neupert, Psychology
 - Branda Nowell, SPIA Public Administration
 - Lynsey Romo, Communication
 - Timothy Stinson, English
 - Laura Widman, Psychology
- 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 October 9, 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 her nominations to the University Advisory Committee or will direct the Associate Dean for Research and Engagement to do so on her behalf.

Please direct questions to Associate Dean Tom Birkland (tabirkla@ncsu.edu or 919-513-1834) at any time.