

Guidelines for Presidential Teaching/Research Nominations

Per Section 12.4 of the *UMBC Faculty Handbook*, the nomination of candidates for the awards should be made by individual departments by whatever method each department chooses but with the following provisos:

- (a) The nominee for the award given in recognition of scholarly or artistic accomplishment should be supported by documentation;
- (b) Departments should be encouraged to consult with their councils of majors in the selection of awards for teaching;
- (c) A department may nominate only one faculty member in each category, i.e., teaching and research;
- (d) A department may choose not to submit any nominations.

Some further guidelines:

Nominating Letter: Departments must provide a detailed description of the accomplishments upon which the nomination is based. *Teaching and research should be discussed for all nominees.* However, for teaching nominees, include a discussion of the individual's contribution to the department, campus, and field. For research nominees, include an evaluation of the individual's contribution to his/her field, the value of the field to the discipline.

Level of Accomplishment: All tenured faculty members are eligible for nomination. In the past, the Presidential Professor Selection Committee has shown marked preference for established teachers/researchers.

Past Nominations: Should a department wish to reactivate a past nomination, it can do so by updating the documentation.

Nomination is a two-step process:

Step 1: Nomination deadline: Friday, November 8, 2019

- Nominating letter
- Full and current curriculum vitae

After the selection committee conducts the initial review of nominations, finalists will be invited to proceed with the nomination process as follows:

Step 2: Finalist supporting materials deadline: Monday, December 9, 2019.

- Documentation of exemplary achievement that, at minimum, includes a summary of significant achievements within the nominated category, SCEQ scores for the last three years, and, for teaching nominees, a list of courses taught, syllabi, and other related course materials.
- In addition, up to two letters of support from colleagues and former students may be included. Letters of support for research finalists should address the quality and significance of the nominee's research, scholarship, and/or creative activity. Letters

of support for teaching finalists should address the contributions of the nominee to teaching and learning.

- The selection committee will review the nominations and forward their final recommendations to the Provost and the President. After the President approves the recommendations, the President will inform the awardees. The awards will be presented at the Presidential Faculty & Staff Awards Ceremony in the spring semester.

For each stage of review, required documents must be submitted electronically as a single PDF document via email to Vice Provost, Patrice McDermott, mcdermot@umbc.edu.