

**OFFICE OF THE SENIOR VICE PRESIDENT AND PROVOST**  
**The University of Oklahoma**  
**Norman Campus**

**MEMORANDUM**

**To:** Deans, Directors and Chairs – Norman Campus  
**From:** Nancy L. Mergler, Senior Vice President and Provost  
**Date:** September 14, 2009  
**Subject:** Nominations for Faculty Awards and Honors

Attached are calls for nominations for the following University awards and honors:

**George Lynn Cross Research Professorships**  
**David Ross Boyd Professorships**  
**Presidential Professorships**  
Regents Awards for Superior Teaching  
Regents Awards for Research and Creative Activity  
Regents Awards for Professional and University Service  
**Henry Daniel Rinsland Memorial Award for Excellence in Educational Research**  
Merrick Teaching Award  
**General Education Teaching Award**  
**Good Teaching Award**

It is important to recognize outstanding performance by our faculty, and I hope that you will encourage the nomination of deserving faculty members for the various awards available. In particular, please give special consideration to the teaching, research, and service efforts of women and minority faculty who meet the criteria for these awards. In my view, even the preparation of the nomination constitutes a form of acknowledgment of a colleague's fine work.

As in the past, the Office of the Senior Vice President Provost has consolidated the call for nominations for these awards, and coordinated deadlines have been set to simplify the initial steps of this process. Time schedules have been set to allow sufficient time for nominations to be reviewed by those involved in the recommendation process. Please adhere to these schedules.

**George Lynn Cross Research Professorship nominations are due by Friday, October 9, 2009 from the academic units to the Vice President for Research who, in turn, will forward all nominations and documentation to the Research Council. The recommendation of the Research Council will be forwarded to the Senior Vice President and Provost.**

Nominations for all other awards are forwarded from the academic units to the appropriate dean. The appropriate dean sets the deadlines for receipt of nominations. The dean, in turn, is responsible for reviewing the nominations and forwarding his/her recommendations along with all nominations and supporting documentation to the Senior Vice President and Provost by **Friday, November 13, 2009**. The Senior Vice President and Provost will refer all nominations and recommendations to the appropriate University council for evaluation; i.e., the University Council on Faculty Awards and Honors or the Presidential Professorship Committee. Following University policy, the Vice President for Research will participate in the evaluation of nominations for the **Regents Awards for Research and Creative Activity** and for the **Presidential Professorships**.

#### **NEW THIS YEAR**

**As part of the University's continued effort to promote sustainability, the University Council on Faculty Awards and Honors will be reviewing nominations electronically this year. Nominations should include an electric submission and one unbound hard copy of the nomination packet. Nominations may be submitted by emailing to Mechelle Gibson at [mgibson@ou.edu](mailto:mgibson@ou.edu), a scanned pdf file of the nomination packet (email submissions should be in pdf format and contain complete information) and forwarding one (1) unbound packet to the Office of the Senior Vice President and Provost for the **David Ross Boyd Professorship**, **Regents Awards**, **Merrick Teaching Award**, **General Education Teaching Award** and the **Good Teaching Award** for review by the University Council on Faculty Awards and Honors.**

#### **PLEASE NOTE**

Please refer to particular guidelines for submitting nomination materials for **George Lynn Cross Research Professorships**, **Henry Daniel Rinsland Memorial Award for Excellence in Educational Research** and the **Presidential Professorships**. **One hard copy of each nomination is required for the George Lynn Cross Research Professorship and the Henry Daniel Rinsland Memorial Award for Excellence in Educational Research.** Presidential Professorship nominations require sixteen (16) copies.

Guidelines for each award are attached. Additionally, *Guidelines for Nomination Materials Submitted for University Awards* are also included to ensure consistent formatting. Following these guidelines for preparing nominations will expedite both the nomination and review processes.

Thank you for your continuing efforts to recognize your colleagues by nominating deserving faculty for these awards and honors. If you have questions about the process, please call Ms. Mechelle Gibson, Assistant to the Provost, at (405) 325-3228.

NLM:mrg  
Attachments

cc: T. H. Lee Williams, Vice President for Research  
Marcia Bennett, Associate Vice President, HSC  
Nim Razook, Chair, University Council on Faculty Awards and Honors  
Joe Rodgers, Chair, University Research Council

Norman Campus Faculty Awards Summary Time Table

- |                                   |  |
|-----------------------------------|--|
| October 9, 2009                   | <ul style="list-style-type: none"> <li>• Nominations due from Academic Units to Vice President for Research (<i>two hard copies</i>)</li> </ul> <p style="margin-left: 40px;">George Lynn Cross Research Professorship</p>   |
| Deadline set by each college dean | <ul style="list-style-type: none"> <li>• Nominations due from Academic Units to Dean (<i>electronic nomination packets in pdf format and one hard copy</i>)</li> </ul> <p style="margin-left: 40px;">David Ross Boyd Professorships<br/>         Presidential Professorships<br/>         Regents Awards for Superior Teaching, Research and Creative Activity, and Professional and University Service<br/>         Good Teaching Award<br/>         General Education Award<br/>         Merrick Teaching Award<br/>         Henry Rinsland Memorial Award for Excellence in Educational Research</p>  |
| November 6, 2009                  | <ul style="list-style-type: none"> <li>• Nominations due from Deans to Vice President for Research (<i>one hard copy</i>)</li> </ul> <p style="margin-left: 40px;">Henry Rinsland Memorial Award for Excellence in Educational Research</p>  |
| November 13, 2009                 | <ul style="list-style-type: none"> <li>• Nominations due from Dean to Senior Vice President and Provost (<i>electronic nomination packet in pdf format and one hard copy</i>)</li> </ul> <p style="margin-left: 40px;">David Ross Boyd Professorships<br/>         Presidential Professorships<br/>         Regents Awards for Superior Teaching, Research and Creative Activity, and Professional and University Service<br/>         Good Teaching Award<br/>         General Education Award<br/>         Merrick Teaching Award</p>  |
| January 29, 2010                  | <ul style="list-style-type: none"> <li>• Norman Campus Research Council forward to Senior Vice President and Provost the recommendations for:             <ul style="list-style-type: none"> <li>George Lynn Cross Research Professorship</li> <li>Henry Rinsland Memorial Award for Excellence in Educational Research</li> </ul> </li> <li>• University Council on Faculty Awards and Honors forwards to Senior Vice President and Provost Recommendations on:             <ul style="list-style-type: none"> <li>David Ross Boyd Professorship</li> <li>Regents Awards for Superior Teaching, Research and Creative Activity, and Professional and University Service</li> <li>Good Teaching Awards</li> <li>General Education Award</li> <li>Merrick Teaching Award</li> </ul> </li> <li>• Presidential Professorship Committee forwards to Senior Vice President and Provost:             <ul style="list-style-type: none"> <li>Presidential Professorships</li> </ul> </li> </ul> |
| February 5, 2010                  | <ul style="list-style-type: none"> <li>• Senior Vice President and Provost forwards all recommendations to the President</li> </ul>  |
| March 2010                        | <ul style="list-style-type: none"> <li>• President submits recommendations to the OU Regents for review and approval</li> </ul>  |

## **GUIDELINES FOR NOMINATION MATERIALS SUBMITTED FOR UNIVERSITY AWARDS**

The University Council on Faculty Awards and Honors requests the following guidelines be followed for nominations that are submitted for university awards. The council suggests that these guidelines would be useful for **George Lynn Cross Research Professorships**, even though the Council does not review this Professorship nomination.

- 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 the secured website. This website will be accessible to University Council on Faculty Awards and Honors members only.**
- 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.**
- 3) Include a one-page index.
- 4) The following sequence should be followed:
  - Letter from the college dean
  - Letter of nomination
  - One-two paragraph biography
  - Curriculum vitae (complete)
  - Letters of Support
  - Other supporting materials

**For teaching awards:** Other supporting materials should 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 dossier presentations. A one-page summary of data could be helpful if presented clearly while pages of unsummarized evaluations are less helpful. The inclusion of written comments by students also can be useful.

- 5) The nomination letter should be in plain English without jargon and technical terms, so that it can be understood by all the faculty members on the council. The nominator should distinguish between normal expectations of faculty performance in their department and extraordinary achievements.
- 6) Individual recommendation letters should be limited to five or fewer pages and should specifically address award criteria.
- 7) The quality and clarity of the documentation and direct application to the award criteria are more important than the length of the nomination packet.

## CALL FOR GEORGE LYNN CROSS RESEARCH PROFESSORSHIP NOMINATIONS

In preparing nominations for the George Lynn Cross Research Professorship, please follow the time schedule below. The schedule has been set to allow sufficient time for the nominations to be reviewed by those involved in the recommending process.

### TIME SCHEDULE

<b><u>Academic Units:</u></b>	Send two copies of each nomination to the Vice President for Research.	<b><u>By October 9</u></b>
	<i>Office of the Vice President for Research Three Partners Place 201 David L. Boren Boulevard, Room 190</i>	
<b><u>Vice President for Research:</u></b>	Requests appropriate chair/director and college dean to review and comment on nominations; presents all nominations and documentation to the Research Council.	<b><u>Deadline set by Vice President for Research</u></b>
<b><u>Norman Campus Research Council:</u></b>	Recommends to the Senior Vice President and Provost and informs the University Council on Faculty Awards and Honors of its recommendations.	<b><u>By January 29</u></b>
<b><u>Senior Vice President and Provost:</u></b>	Recommends to the President.	<b><u>By February 5</u></b>

Detailed information concerning the selection criteria and nomination/selection procedures as well as guidelines for preparing a nomination is attached.

The criteria and selection procedures for this Professorship can also be found in Section 3.16.2 of the Norman Campus Faculty Handbook.

**GUIDELINES FOR NOMINATIONS**  
**George Lynn Cross Research Professorship**

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 contribution to knowledge or distinguished creative work. Please keep in mind that any individual who is a member of the Research Council should not be nominated as a candidate.

Please be sure to include with your nomination the following materials: (1) a detailed letter explaining how and why the candidate merits the George Lynn Cross Research Professorship; (2) representative samples of his/her publications or creative work; (3) a complete bibliography of his/her publications; (4) a detailed vita; and (5) the names of 25 to 30 eminent scholars in the nominee's research area. The current addresses, telephone and facsimile numbers, and e-mail addresses, as well as a listing of the accomplishments, awards and titles of these scholars must be included.

Based on the brief biographies and the prestige of the institutions of the scholars, the Vice President for Research in consultation with the Chair of the Research Council will select 10 to 15 individuals from the list. They will be contacted for their assessment of the nominee's contribution and reputation in his/her field.

If you have any questions pertaining to the nomination procedures, please call the Office of the Vice President for Research. Also, if your department nominated someone last year and is considering re-nominating him or her this year, please discuss the re-nomination with Vice President T. H. Lee Williams so it can be determined whether or not such a re-nomination is appropriate for this year.

Please remember that 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 evaluations from those persons on whom we must rely for information.

## **GEORGE LYNN CROSS RESEARCH PROFESSORSHIP**

**Criteria for Selection:** To qualify for a George Lynn Cross Research Professorship, a faculty member must have demonstrated outstanding leadership over a period of years in his/her field of learning or creative activity and have been recognized by peers for distinguished contributions to knowledge or distinguished creative work.

### **Nomination Procedure:**

**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 appropriate Vice President for Research the name of any tenured faculty member with the rank of professor who is deemed to meet the criteria for selection. The Vice President for Research will request that the appropriate academic unit chair/director and college dean review and comment on those recommendations.

**Supporting Documentation** - Recommendations are to be accompanied by specific indications that the person being recommended meets the criteria for selection. The appropriate Vice President for Research, consulting with knowledgeable persons both within and outside the University, will develop a list of external evaluators to aid in the review process. The specific procedures for evaluating those being recommended will be developed by the Vice Presidents for Research in consultation with the appropriate Research Council.

**Evaluations** - The Vice President for Research will present to the appropriate Research Council all nominations with the supporting documentation and the comments of the academic unit chair/director and college deans. In addition, the Vice President for Research will present to the Research Council the external evaluations and his/her own evaluation.

### **Selection Procedure:**

**Final Nomination** - The Research Council shall recommend to the President, through the appropriate Senior Vice President and Provost, all those nominated faculty deemed by the Council to fully meet the criteria for selection as George Lynn Cross Research Professors. The Council shall also transmit to the President all substantiating materials pertaining to all nominees. The University Council on Faculty Awards and Honors will be informed of those recommended by the Research Council.

**Selection** - The Senior Vice Presidents and Provosts will review the nominees 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 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. On the Norman Campus each year the Vice President for Research provides \$6,000 to each George Lynn Cross professor for support of their scholarly and creative activities. Retired GLC professors may also request continuing annual research support.

### **Term of the Award:**

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

**(Procedures approved by the University of Oklahoma Board of Regents effective 1/27/04).**

## CALL FOR PRESIDENTIAL PROFESSORSHIP NOMINATIONS

In soliciting nominations for these professorships, please follow the time schedule below. The schedule has been set to allow sufficient time for the nominations to be reviewed by those involved in the recommending process. Please note that each dean is responsible for setting the college deadline for academic units to submit nominations to the dean.

### Time Schedule

<u>Academic Units</u>	Forward 16 copies of nomination packets (including letters of recommendation) to College Dean	<u>Deadline set by each academic college dean</u>
<u>Deans</u>	Send copies of each nomination and recommendation to the Senior Vice President and Provost. The Senior Vice President and Provost refers all nominations and recommendations to the Presidential Professorship selection committee.	<u>By November 13</u>
<u>Presidential Professorship Selection Committee</u>	Forwards recommendations to the President's Office	<u>By January 29</u>
<u>President's Office</u>	Makes final recommendations to OU Regents for March Regents agenda	<u>By February 5</u>

All tenure-track and tenured faculty, who do not already hold a named chair or professorship, are eligible for consideration. In addition, **George Lynn Cross Professors**, **David Ross Boyd Professors**, and Regents Professors named prior to the 1995-96 academic year are eligible for consideration. It is expected that those faculty being nominated from academic units that offer undergraduate instruction will be regularly involved in offering lower division instruction. Professors who teach at least one lower division course on a regular basis will receive preferential review.

Faculty who have already received a Presidential Professorship will be again eligible for a nomination in the second year of their two-year hiatus after receiving a professorship.

Presidential Professors will provide annual narrative updates to the Provost and President regarding their use of the professorship money.

## **PRESIDENTIAL PROFESSORSHIPS**

**Criteria for Selection:** 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 and/or graduate 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 OU 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.

To support this charge, nomination materials will include:

1. The nominee's mini vita 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) and the nominee's complete vita.
2. A narrative assessment (no more than 5 double-spaced pages) of:
  - A. The impact of the nominee's research and creative scholarly 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 freshmen Gateway courses, freshmen 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. A one to two paragraph biography for use at the Spring Faculty Tribute Ceremony.
  - E. 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 Norman campus 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 members of the selection committee will be chosen as follows:

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 - Norman Campus members, and Deans' Council to serve three-year staggered terms.

The President will also select two faculty at-large from the Norman campus tenure-track and tenured faculty to serve a two-year staggered terms.

The President will also select two distinguished outside individuals to serve two-year staggered terms.

Any faculty members who are nominees must recuse themselves from the selection committee during that particular year; and the President will replace them so as to maintain the composition of the selection committee.

**Selection Procedure:**

**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.

**Nominations** - Nominations should be prepared by chairs, directors, and committee A or other faculty groups and forwarded to both the appropriate dean and Provost. Self-nominations will not be accepted. Deans will forward the nominations with their own comments to their campus Senior Vice President and Provost. Each Senior Vice President and Provost will convene his/her campus' selection committee.

The committees' selections for the Presidential Professors must be forwarded by February 29 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 Regents' meeting.

The final selections will be announced for Norman Campus at the annual Faculty Award Ceremony and for the Health Sciences Center at the Spring Regular Faculty Meeting.

**Perquisites:**

The Professorship is awarded for a four year term. Assistant and Associate Professors receive a salary increase of \$5,000 per year and Professors receives \$10,000 per year starting in the subsequent fiscal 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. Salaries will be reduced by the award amount after the four-year term.

**Term of Award:**

The Professorship funding is granted for a four year term with the faculty member receiving the funding each year based on their faculty rank. Awardees may retain the Presidential Professor title permanently. The monetary award will be paid over a four year term. After the four years the monetary award will cease but the title will continue permanently, as long as the awardee remains an active University faculty member in good standing.

(Procedures approved by the University of Oklahoma Board of Regents effective 1/27/04).

**UNIVERSITY COUNCIL ON FACULTY AWARDS AND HONORS  
GUIDELINES FOR NOMINATIONS**

**David Ross Boyd Professorship**  
Regents Awards  
Merrick Teaching Award  
**General Education Teaching Award**  
**Good Teaching Award**

All nominations should include:

1. A letter of nomination. This is the most important part of the nomination. 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 nomination. 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. The candidate's current vita.
3. One to two paragraph biography.
4. Letters of support from students (current and graduates), other OU faculty, or professional colleagues. These letters of support will not exceed 10 in number. Additional letters will be removed from the nomination materials. For teaching awards, letters from students are especially appropriate. On the other hand, letters from professional colleagues are particularly important for research awards. Service awards should be supported by letters from other faculty or from individuals who have worked with the faculty member in service-related areas. It may be wise to solicit more letters than can actually be included in the final nominations and then to select those that are to be part of the final nominations.
5. Suggested additions, but not required, are:

For teaching awards, some indication of the scores obtained in student evaluations of courses for the past few years. This generally can be covered by a **single page** with some of the scores from the more important questions on the evaluation given in tabular form, **rather than a massive documentation of every student evaluation received by the nominee**. Since some departments do not collect student evaluations in an organized manner, other substitutes may be submitted or the letters in #4 above can be sufficient. If a part of the nominee's strength in teaching is that he or she has taught a wide variety of courses, then the document should contain a listing of these courses.

**The nominations should contain only those items listed above.**

In soliciting nominations for these awards, please follow the time schedule below. The schedule has been set to allow sufficient time for the nominations to be reviewed by those involved in the recommending process. Please note that each dean is responsible for setting the college deadline for academic units to submit nominations to the dean.

## TIME SCHEDULE

<u>Academic Units</u>	Forward nomination packets (including letters of recommendation) to the College Dean	<b><u>Deadline set by each college dean</u></b>
<u>Deans</u>	Send copies of each nomination and recommendation to the Senior Vice President and Provost. The Senior Vice President and Provost refers all nominations and recommendations to the University Council on Faculty Awards and Honors. The Vice President for Research shares the evaluation of the nominations for the <b>Regents Awards for Superior Research and Creative Activity</b> .	<b><u>By November 13</u></b>
<u>University Council on Faculty Awards and Honors</u>	Recommendations forwarded to the Senior Vice President and Provost	<b><u>By January 29</u></b>
<u>Senior Vice President and Provost</u>	Recommendations forwarded to the President	<b><u>By February 5</u></b>

Detailed information concerning the criteria for selection and nomination procedure for the **David Ross Boyd Professorship** is attached. **Please note that 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).**

Criteria for the **Merrick Teaching Award**, **General Education Teaching Award**, and **Good Teaching Award** are attached. The General Education Teaching Award and Good Teaching Award have a cash award of \$1,500; the Merrick Teaching Award has a cash award of \$2,000.

## DAVID ROSS BOYD PROFESSORSHIP

**Criteria for Selection:** 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.

### **Nomination Procedure:**

**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 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 material 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 award 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.

**(Procedures approved by the University of Oklahoma Board of Regents effective 1/27/04)**

See Section 3.16.1 of the Norman Campus Faculty Handbook for more information.

## REGENTS AWARDS

**REGENTS AWARDS:** The Regents Award is an annual University-funded award that may be given for superior accomplishment in any of the following: teaching; research and creative/scholarly activity; and professional and University service and public outreach.

**Criteria for Selection of Regents Awards:** Substantiating data should relate directly to the individual's effectiveness in the award area for which he or she is under consideration (teaching, research and creative/scholarly activity; and professional and 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, alumni, departmental chairs, Committees A and/or personnel committees, and from off-campus sources where appropriate.

**Nomination Procedure:** The Senior Vice Presidents and Provosts will solicit recommendations for the awards during the fall semester and announce appropriate schedules for processing the nominations.

An academic unit may submit no more than a total of two names for all 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/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 President and Provosts to the President.

**Selection Procedure:** 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.

The Council shall recommend to the President, through the Senior Vice President 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 President and Provosts will review the nominees and forward their recommendations, along with all substantiating materials, to the President, who will make recommendations to the Regents for consideration.

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 Regents at the Spring Faculty Awards Ceremony,

**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.

See Section 3.16.4 of the Norman Campus Faculty Handbook for more information.

## THE MERRICK TEACHING AWARD

Full-time faculty members of the University of Oklahoma are eligible to receive the Merrick Teaching Award, which will be given annually each spring by the University of Oklahoma. The award will consist of a cash prize of \$2,000 plus an appropriate plaque commemorating the occasion, provided by the Merrick Foundation of Ardmore, Oklahoma.

Nominations for the award will be reviewed and recommended by the University Council on Faculty Awards and Honors to the Senior Vice President and Provost. The recipient of the Merrick Teaching Award is announced by the Senior Vice President and Provost at the Spring Faculty Awards Ceremony.

The award shall be given to the faculty member who is considered most outstanding in bringing to students a better understanding and appreciation of the economic and political basis of American society. The citation given shall contain the following wording: "In recognition of outstanding achievement in bringing students a better understanding and appreciation of the American free enterprise system."

It is conceived primarily as a teaching award; however, the Council also may consider a nominee's research, publications, and public service.

See Section 3.18 of the Norman Campus Faculty Handbook for more information.

## THE GENERAL EDUCATION TEACHING AWARD

Full-time tenured and tenure-track faculty members of the University of Oklahoma with the rank of assistant professor or higher are eligible to receive the General Education Teaching Award, which will be given annually each Spring by the University of Oklahoma.

Nominations for the award, which will consist of a cash prize of \$1,500, will be reviewed and recommended to the Senior Vice President and Provost by the University Council on Faculty Awards and Honors. The recipient of the General Education Teaching Award is announced by the President and/or Provost at the Spring Faculty Awards Ceremony.

The award shall be given to the faculty member whose teaching is considered to have contributed most to the University-wide general education program. In addition to the quality of teaching, *per se*, other factors such as the faculty member's development of a new course or significant modification of an existing one to meet the criteria of the University-wide general education program may be considered.

See Section 3.18 of the Norman Campus Faculty Handbook for more information.

## 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.

**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 each:** Each suggested 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 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 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 submit 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.

See Section 3.18 of the Norman Campus Faculty Handbook for more information.

**CALL FOR NOMINATIONS FOR THE HENRY DANIEL RINSLAND MEMORIAL  
AWARD FOR EXCELLENCE IN EDUCATIONAL RESEARCH**

In soliciting nominations for this award, please follow the time schedule below. The schedule has been set to allow sufficient time for the nominations to be reviewed by those involved in the recommending process. Please note that each dean is responsible for setting the college deadline for academic units to submit nominations to the dean.

**TIME SCHEDULE**

<u>Academic Units</u>	Send two copies of each nomination to the deans	<b><u>Deadline set by each academic college dean</u></b>
<u>Deans</u>	Send one copy of each nomination and recommendations to the Vice President for Research  <i>Office of the Vice President for Research Three Partners Place 201 David L. Boren Boulevard, Room 190</i>	<b><u>By November 6</u></b>
<u>Research Council</u>	Recommends to the Vice President for Research	<b><u>Deadline set by Vice President for Research</u></b>
<u>Vice President for Research</u>	Forwards materials with his/her recommendations to the Senior Vice President and Provost	<b><u>By January 29</u></b>
<u>Senior Vice President and Provost</u>	Recommends to President	<b><u>By February 5</u></b>

Criteria for the Henry Daniel Rinsland Memorial Award for Excellence in Educational Research, which consists of a cash prize of \$1,500, are attached.

**CRITERIA FOR HENRY DANIEL RINSLAND MEMORIAL AWARD  
FOR EXCELLENCE IN EDUCATIONAL RESEARCH**

To be awarded the Henry Daniel Rinsland Memorial Award for Excellence in Educational Research, a faculty member must either play a central role in the accomplishment of an outstanding educational research project or demonstrate a distinguished record in educational research over time.

**CRITERIA:**

1. All full-time tenured or tenure-track faculty holding the rank of assistant professor or higher are eligible for the award. A recipient of the award cannot be considered for the award again for five years.
2. Any academic unit on campus may nominate one individual for the award.
3. Excellence in educational research can be demonstrated in two ways:

- a. the faculty member plays a central role in a specific educational research activity which can be characterized as outstanding, or,
  - b. the faculty member demonstrates a distinguished record of educational research excellence over time.
4. The research must relate to the educational process, but can include educational research within a specific academic discipline.
5. The nominated research should meet standards of excellence within the specific research discipline and within the research community at large. Determination of excellence shall be based on:
  - a. internal peer review,
  - b. external peer review,
  - c. quality of refereed journals in which research is published, and,
  - d. the degree to which the research expands the body of knowledge in that academic area.

**NOMINATION:**

1. The Norman campus Senior Vice President and Provost will solicit recommendations during the Fall semester and announce an appropriate schedule for processing the nominations.
2. The chair/director forwards the name of the academic unit's nominee to his/her dean along with two copies of the required supporting material.
3. Supporting material shall include:
  - a. a current vita for the nominee,
  - b. a letter of recommendation from the chair/director of the academic unit of the nominee which explains the basis for the nomination,
  - c. three to five letters of reference supporting the nomination from external scholars in the nominee's area of expertise, and
  - d. any additional information which may be helpful.
4. The college dean will transmit to the Norman Campus Research Council the names of the nominees and all supporting materials and append, for each nominee, his or her statement of endorsement.
5. The Research Council will review and provide its recommendations to the Vice President for Research, who will return the materials with his/her recommendations to the Norman campus Senior Vice President and Provost. The Senior Vice President and Provost will add his/her recommendations and submit the materials to the President for final approval.

See Section 3.18 of the Norman Campus Faculty Handbook for more information.

**2009-2010**

**UNIVERSITY COUNCIL ON FACULTY AWARDS AND HONORS**

LeRoy Blank	Chemistry & Biochemistry
S. Lakshmivarahan	Computer Science
Nim Razook – Chair	Marketing
Linda Zagzebski	Philosophy
A.F. Al-Assaf	Public Health (HSC)
Dora DiGiacinto	Allied Health (HSC)
Kevin Haney	Developmental Dentistry (HSC)
Satish Kumar	Medicine (HSC)
Rebecca Philipps	Nursing (HSC)
Brenda Keeling	Alumnus
TBD	UOSA Representative

**2009-2010**

**Presidential Professorship Committee – Norman Campus**

Nancy Mergler	Senior Vice President and Provost
T.H. Lee Williams	Vice President for Research
Linda McKinney	Faculty Awards Committee
Traci Carte	Business
Joe Foote	Deans Council
Carolyn Morgan	Honors
Teri Jo Murphy	Mathematics
Rich Taylor	Deans Council
Laurie Vitt	Research Council
Leroy Blank	Faculty Awards Committee
Joe Rodgers	Research Council
Linda Zagzebski	Faculty Awards Committee

**2009-2010**

**RESEARCH COUNCIL – NORMAN CAMPUS**

T.H. Lee Williams (ex-offio, nonvoting member)	Vice President for Research
Andrea Deaton (ex-offio, nonvoting member)	Director, Research Administration
Marvin Lamb	Music (Fine Arts)
Melissa Stockdale	History (Humanities)
Joe Rodgers – Chair	Psychology (Soc. Sci. & Educ.)
Karen Antell	University Libraries (other)
Joanna Rapf	English (Humanities)
K. David Hambricht	Zoology (Biological Science)
Liz Butler	Civil Engr. & Env. Sci. (Engr.)
David Boeck	Architecture (Other)
Karen Leighly	Physics & Astronomy (Phys. Sci.)
Laurie Vitt	SNOMNH (Biological Science)
Srdhar Radhakrishnan	Computer Science (Engineering)
Noel Bradley	Math (Physical Science)
Sean O'Neil	Anthropology (Soc. Sci. & Edu.)
Paul Spicer	Anthropology