




The UNIVERSITY of OKLAHOMA®
Office of the Senior Vice President and Provost

MEMORANDUM

TO: Deans, Associate Deans, Directors and Chairs, Faculty – Norman Campus

FROM: André-Denis G. Wright 
Senior Vice President and Provost, Norman Campus

DATE: September 15, 2025

SUBJECT: Nominations for University Faculty Awards and Honors

The University of Oklahoma celebrates the great achievements of its talented faculty through a variety of awards and recognitions. The Office of the Senior Vice President and Provost is pleased to announce the call for 2025-2026 nominations for the following faculty awards and honors.

Institutional Awards and Honors

The following awards are available to eligible faculty on all campuses:

- David L. Boren Professorship
- David Ross Boyd Professorship
- George Lynn Cross Research Professorship
- Presidential Professorships
- Regents' Professorship
- Regents' Award for Superior Teaching
- Regents' Award for Superior Research and Creative Activity/Scholarly Activity
- Regents' Award for Superior Professional and University Service and Public Outreach
- University Distinguished Teaching Award

Campus-Eligible Awards

The following awards are available to eligible faculty appointed to Norman-based programs, including those at OU-Tulsa:

- David L. Boren Award for Outstanding Global Engagement
- General Education Teaching Award
- Graduate Dean's Award for Excellence in Mentoring of Graduate Students
- Henry Daniel Rinsland Memorial Award for Excellence in Educational Research
- Merrick Foundation Teaching Award
- Provost's Award for Outstanding Faculty Service
- Provost's Award for Outstanding Engaged Scholarship, Research, and Creative Activity
- Provost's Award for Outstanding Engaged Teaching

Information about the awards, including selection criteria, submission timelines, nomination procedures, and selection processes can be found on the [Norman Campus Faculty Awards website](#). A summary of the awards, the nomination cover sheet, and a tip sheet to help you prepare a competitive nomination packet accompany this memo.

Only electronic nomination packets will be accepted. Submissions that do not follow packet guidelines will be disqualified from consideration.

I appreciate your time and effort to promote the awards and honors for our deserving faculty.

cc: Matthew Hulver, Vice President for Research and Partnerships
Sarah Robbins, Chair, Faculty Senate – Norman Campus
Pradeep Yadav, Chair, University Council on Faculty Awards and Honors
Somik Ghosh, Chair, Research Council – Norman Campus

SUMMARY OF INSTITUTIONAL AWARDS

Norman Campus • 2025-2026

All Institutional Awards require: 1) a nomination letter, 2) a short biography, and 3) customized vita that contains the relevant information pertaining to the award criteria. That section of the nomination packet should be no more than 25 pages. Additional requirements are outlined in the row below for each award and do not count toward the 25-page limit. A cover page is also required for most of the awards.

	David L. Boren Professorship	David Ross Boyd Professorship	George Lynn Cross Research Professorship	Presidential Professorship	Regents' Professorship	Regents' Awards	University Distinguished Teaching Award
<i>Eligibility</i>	Full-time Tenured/tenure track OR Ranked Renewable Term Full Professor & Associate Professor	Full-time Tenured/tenure track, OR Ranked Renewable Term Full Professor & Associate Professor	Full-time Tenured Full Professor & Associate Professor	Full-time Tenured/tenure track, Ranked Renewable Term, OR Instructor/Lecturer *NOT eligible: Recipients of other Distinguished Professorships	Full-time Tenured/tenure track OR Ranked Renewable Term Service Achievement in academic administration or professional service	Full-time Tenured/tenure track, Ranked Renewable Term, OR Instructor/Lecturer *NOT eligible: Recipients from the past 5 years in the area awarded 3 Separate Awards for accomplishments in: Teaching, Research, or Service that exceed normal expectations	Full-time Tenured/tenure track, Ranked Renewable Term, OR Instructor/Lecturer *NOT eligible: Recipients of this award in the last 3 years
<i>Major Criteria</i>	Teaching Service Leadership Research & Creative Activity	Teaching Mentorship Leadership	Research & Creative Activity Leadership in field of learning or creative activity	Teaching Service Research & Creative Activity	Service Achievement in academic administration or professional service	Excellence in teaching at the undergraduate level	Excellence in teaching at the undergraduate level
<i>Additional Requirements (not counted toward 25-page limit)</i>	Maximum of 5 letters of support from national/international experts (required): - 2 research - 1 teaching - 1 service + Optional letter from the dean	Maximum of 5 letters of support (required): - Maximum of 3 from students & student groups + Optional letter from the dean	Names and contact info for up to 15 national/international experts who will be contacted for evaluatory letters + Optional letter from Vice President for Research & dean	Maximum of 5 letters of support (required) Faculty Evaluations from the last 3 years + Optional letter from the dean	Maximum of 5 letters of support (required): - Minimum of 2 external letters favored	Maximum of 5 letters of support (optional) + Optional letter from the dean	Maximum of 5 letters of support (required) + Optional letter from the dean
<i>Award</i>	\$10,000 one-time award 10% or \$10,000 permanent increase on base salary (whichever is greater)	\$7,000 one-time award 7% or \$7,000 permanent increase on base salary (whichever is greater)	\$7,000 one-time award 7% or \$7,000 permanent increase on base salary (whichever is greater)	Four-year term w/ annual amount: \$5,000/year for Asst/Assoc Profs \$10,000/year for Profs	\$7,000 one-time award 7% or \$7,000 permanent increase on base salary (whichever is greater)	\$10,000 one-time award	\$3,000 one-time award

SUMMARY OF CAMPUS AWARDS

Norman Campus • 2025-2026

Refer to the [Faculty Awards website](#) for specific requirements.

	David L. Boren Award for Outstanding Global Engagement	General Education Teaching Award	Graduate Dean's Award for Excellence in Mentoring Graduate Students	Henry Daniel Rinsland Memorial Award for Excellence in Educational Research	Merrick Foundation Teaching Award	Provost's Award for Outstanding Engaged Scholarship, Research, and Creative Activity	Provost's Award for Outstanding Engaged Teaching	Provost's Award for Outstanding Faculty Service
Eligibility	Full-time Tenured/tenure track OR Ranked Renewable Term	Full-time Tenured/tenure track OR Ranked Renewable Term	Graduate faculty with authority to chair master's thesis and doctoral committees; however, faculty need not be explicitly nominated for their role as a thesis or doctoral committee chair.	Full-time	Full-time Tenured/tenure track OR Ranked Renewable Term	Full-time	Full-time	Full-time Regular and non- regular faculty members
Major Criteria	Established record of organizing, leading, and supporting international educational activities	Undergraduate Teaching, specifically in general education	Outstanding mentoring of graduate students by members of the OU Graduate Faculty	Educational research activity which can be characterized as outstanding	Teaching re: "a better understanding and appreciation of the economic and political basis of American society."	mutually beneficial partnership with community organizations and leaders	Innovative and effective teaching Engaged high- quality teaching Community collaboration	Activities that stimulate positive change, improve performance of a unit, or have a significant impact on societal problems or issues
Additional Requirements	Minimum of 2 and maximum of 5 supporting letters from students, colleagues and/or international partners.	Maximum of 5 letters of support (req) + One-page summary of data substantiating teaching achievement or performance + Optional letter from the dean	Letters of support from at least two current and/or former OU graduate students (letters of support should be uploaded in a single file)	Maximum of 3 letters of support	Maximum of 5 letters of support (required) + Optional letter from the dean	Maximum of 3 letters of supporting the nomination from community partners and students	Maximum of 3 letters of supporting the nomination from community partners and students	Maximum of 2 letters of support (not including the nominator's letter + Optional letter from the dean
Award	\$2,000 one-time award Up to \$2,000 in support of international travel related to the faculty member's teaching, research or service activities.	\$3,000 one-time award	\$2,000 one-time award	\$3,000 one-time award	\$3,000 one-time award	\$2,000 one-time award	\$2,000 one-time award	\$3,000 one-time award

2025-2026 FACULTY AWARDS AND HONORS NOMINATION COVER SHEET

Information about the awards, including selection criteria, submission timelines, nomination procedures, and selection processes can be found on the [Norman Campus Faculty Awards website](#). Only electronic nomination packets will be accepted and packets that do not follow the guidelines will be disqualified. Nominations are due to the Provost's Office by 5:00 p.m. on October 31, 2025.

Award

Nomination information, including submission forms, for the George Lynn Cross Research Professorship, the Graduate Dean's Award for Excellence in Mentoring of Graduate Students, and the Henry Daniel Rinsland Memorial Award for Excellence in Educational Research can be found on the Faculty Awards website linked above.

Nominee Information

Name

Academic Title

Administrative Title, if any

Department/School

College

Distribution of Effort: Teaching % | Research % | Service %

Does this individual hold a split appointment? No Yes If yes, please indicate:

Academic Title

Administrative Title, if any

Department/School

College

Has the nominee previously received any other Faculty Awards and Honors? If so, please list award(s) with date(s) received. This information will be used for recordkeeping purposes only.

Nominating Unit

If the nominating unit is a faculty group, please list all individuals on the Letter of Nomination and include signatures.

Dean's Endorsement

The signature of the nominee's dean is required and indicates that the nominee is in good standing. An optional letter of support may be included. If the nominee holds a split appointment, both deans must endorse the nominee.

For use when nominee holds a split appointment

TIP SHEET

Prepare a Competitive Nomination Packet – 2025-26 – Norman

Award evaluation committees are made up of faculty from a variety of disciplines and multiple campuses. As such it is important to frame the nomination packet for a wide audience. The Offices of the Senior Vice President and Provost for the Norman and Health Campuses have compiled this tip sheet to help nominators build a compelling and well-organized packet for consideration.

REVIEWING INFORMATION ABOUT AWARDS

- Pay close attention to the information about the awards. Each description provides information about the rubrics used for evaluation.
- Identify the key areas that the supporting materials must address (usually 3-5 areas).
- Check eligibility. Make sure the nominee is at the appropriate faculty rank for the award and that other stated criteria are met.
- Be aware of word count and page limits for all packet materials. Not adhering to the submission requirements may disqualify your nominee from consideration.
- Know the deadlines. Extensions are rarely granted.
- Do **not** submit extra materials/pages beyond what is required unless explicitly permitted in the guidelines. Extra materials will be removed.

WRITING A STRONG NOMINATION LETTER

- Organize your letter according to the award criteria and use headings that match the criteria.
- Consider interviewing the nominee to learn first-hand how their work meets the criteria. This can provide rich anecdotes and details you might not otherwise know.
- Provide clear, detailed examples of the nominee's accomplishments and their impacts (i.e., quantitative and qualitative information).
- If nominated by a group, such as Committee A, include the names and signatures of all faculty in the nominating group. (The Provost's Office relies on this information for sending questions, announcements, and feedback.)
- Explain what is considered typical of the nominee's unit for teaching, research, service, and/or leadership. Use this to highlight the nominee's excellence in the area of nomination.

ASSEMBLING STRONG LETTERS OF SUPPORT

- Ask for more letters than you need.
- Framing the ask: Make it clear what the criteria are, which criteria the letter writer should cover, and why you are nominating the candidate.
- Consider sending a one-page guide to each writer that clearly lays out the expectations, tailored to the specific award and nominee. Students especially will benefit from very specific instructions.
- Request the letters be on institutional letterhead (or personal if a student) and signed.

- Make sure you leave yourself time to review and request changes/updates if needed.
- Curate letters of support: You might not use all of the letters you receive. Those not used can be quoted in your letter of nomination.
- Be aware of the maximum number of letters allowed. Any additional letters over the number allotted will be removed. (Note: The Dean's letter does not count toward the limit.)

TAILORING THE C.V. AND BIOGRAPHY

- Work with the candidate to organize the C.V. in relation to the award criteria.
 - Emphasize information related to the award criteria at the **top** of the tailored C.V.
 - Example: If nominating for a teaching award, include student project overviews or abstracts, and list student awards earned.
- Do **not** include a photo of the nominee with the biography or C.V.

COMPILING SUPPLEMENTAL MATERIALS

- *For Presidential Professorships:* Submit summary reports of the faculty member's annual evaluations, **not course evaluations/course reflection surveys**.
- *For the Office of the VPRP Research and Creative Activity faculty awards:* Submission of additional supporting information should follow guidance provided on the VPRP webpage.
- *Dean's Letter:* Share bullet points with the nominee's Dean's Office ahead of the deadline so the office can prepare a letter of support.

ORGANIZING AND SUBMITTING THE PACKAGE

- Use Adobe Acrobat Pro to combine all nomination packet materials into a single PDF; pay close attention to ensure the order the items are listed in follows the call for nominations.
- Add clearly labeled bookmarks to the Table of Contents (where required) so that committee members can easily navigate the package.
- Name the file: YEAR_NomineeLastName_AwardName (e.g., 2024_Smith_DLB).
- Coordinate the submission with the Dean's Office of the nominee (or both deans if the nominee is a split appointment across colleges). Many award nominations require the signature of the dean on the nomination form and will be accepted only when submitted by the Dean's office.