Faculty Council
Circle of Excellence Awards Submission Guidelines

Congratulations! You have been nominated for the annual Circle of Excellence (CoE) award in

_____

Prepare your packet according to the guidelines below, arranging materials in the order listed. Please observe page limits. **Failure to do so** increases the committee's workload and may negatively affect your application. We recommend that you refer to the evaluation forms that committee members will use to judge applications in each category. You may also wish to refer to the Boyer model as outlined in Appendix C (professional file) of the Faculty Handbook. Prepare your packet in a way that illustrates your excellence in the category for which you are applying, with emphasis on your work at NSU. Present materials in an organized concise way. You do not have to fill up each section to its maximum; think of the maximums as a limit rather than a goal. Do not exceed the limits described below by adding extra letters, articles, etc.

Eligibility:
To be eligible for consideration, you must:
- Be a full-time faculty member as defined by the Faculty Association constitution.
- Past CoE winners are ineligible for another award in any category.
- Submit a packet to the CoE committee for the category in which you have been nominated, or if nominated for more than one category, the category in which you prefer to be considered.

Submission of materials:
Please submit your application in **electronic** (pdf) **format** and format the packet as follows:
- All pages, 8 1/2" by 11", double spaced, 12-point font
- Save all documents to one pdf file in the order shown below.
- Submit the completed electronic document to the chair of the Circle of Excellence Committee (TBD)
- There is no need for adornment. The content will speak for itself.

Circle of Excellence Awards Submission Guidelines

Deadline:

All applications must be complete and submitted:
- No later than 5:00 p.m. on the date specified.
- Attach your completed document to an email.

Research Award Guidelines:

1. Cover page (one page). At the front of your packet, include a page with your name, title/rank, name of your college and department (and program/unit), the category for which you are submitting, and your

2. Cover letter (two page limit). Outline your research activities and accomplishments.

3. Philosophy/agenda/significance/impact of your research (two page limit).

4. CV (five page limit). This document should be weighted toward research accomplishments. Make clear what your role was in each publication and presentation listed. Were you the primary author, co-author, etc? Your most recent publications, especially those undertaken while at NSU, are the most important. When listing publications include all author names in published order. To put your publications in context, add a phrase describing the significance of the publication or presentation in your field of research. For example, "the most prestigious national journal" or "the top regional

5. Teaching-load summary (one page). Include a one-page summary of your past three years teaching load (by semester); list courses taught, contact hours, and number of students. Briefly explain any anomalies. For example, if you have teaching load of less than 12 hours per semester, explain why (release time for grants, administrative duties, etc.).

6. One letter from a colleague at NSU discussing the significance and relevance of your work, quality of publications and presentations, importance of any student involvement, etc.

7. Two best writing samples/publications (five page limit for each). Chapter of book, article, or manuscript pages. If they are longer than five pages, include five pages that best represent the work.

8. Summary of grants received, name of recipient's, award period, amounts (one page)

9. Two reviews of your work (optional)

10. Description of your research involvement with students (optional; two

page limit). You should briefly describe the circumstances for the research (capstone course, independent study, primary author, etc), and the relevance to the student, NSU, the field, etc. If appropriate, include a letter of appreciation from a student as one of the pages.

Teaching Award Guidelines:

1. Cover page (one page). At the front of your packet, include a page with your name, title/rank, name of your college and department (and program/unit), the category for which you are submitting, and your
2. Cover letter (two page limit). Outline your teaching activities and accomplishments.
3. Teaching Philosophy (two page limit).
4. CV (five page limit). This document should emphasize teaching accomplishments, involvement with student research and other teaching-related activities.
5. Teaching-load summary (one page). Include a one-page summary of your past three years teaching load (by semester); list courses taught, contact hours, and number of students. Briefly explain any anomalies. For example, if you have teaching load of less than 12 hours per semester, explain why (release time for grants, administrative duties, etc.).
6. No more than three letters of support that specifically address your teaching strategies, skills in the classroom, effectiveness as an advisor, and any other teaching related activities. (One colleague, one student, and one other from anyone relevant).
7. One or two sample syllabi. Include only one unless you feel that a second is very important to your packet; if so, highlight the important differences.
8. No more than two sample assignment sheets or other student projects that you have created. Immediately in front of each assignment, place a page with a concise description (one paragraph) of what is unique or useful about this assignment, and how it goes beyond ordinary coursework.
9. Include your four most recent teaching evaluations with a typed list of all student comments from each evaluation. Clearly label each evaluation (at the top/front) with the course name, course number and semester/ year. At the beginning of each evaluation you may place a page with a short paragraph (less than 1/4 page) to put the evaluation and/or comments into context for the selection committee

Service Award Guidelines:

1. Cover page (one page). At the front of your packet, include a page with your name, title/rank, name of your college and department (and program/unit), the category for which you are submitting, and your

2. Cover letter (two page limit). Outline your service activities and accomplishments.

3. Philosophy on Service to the University/Community/Profession (two page limit).

4. CV (five page limit). This document should emphasize service accomplishments.

5. Teaching-load summary (one page). Include a one-page summary of your past three years teaching load (by semester); list courses taught, contact hours, and number of students. Briefly explain any anomalies. For example, if you have teaching load of less than 12 hours per semester, explain why (release time for grants, administrative duties, etc.).

6. No more than four letters from individuals involved in or affected by your service activities or in a position to comment on your role in the service area. Letters of appreciation from students can be included as one of your letters of support.

7. Description of up to four sample service activities (four page limit each). For example, flyers, or newspaper articles.

8. Up to two items or awards recognizing your service contributions.