



February 26, 2025

Dear Faculty, Staff, and Students,

We are excited to announce that nominations are now being accepted for the **Distinguished Faculty Awards for 2025**.

As you are aware, each year the university recognizes three faculty members who have made outstanding contributions in the areas of teaching, research and service. Please refer to information in this memo describing the selection and presentation process, award criteria, and the nomination form.

Each honoree will receive an inscribed award, a medallion, and a cash award of \$7,500. A faculty member may receive a particular award (teaching, research, or service) only once, but may receive each of the three awards.

The deadline for submitting nominations to each College Selection Committee is **Friday, March 21, 2025**.

Each College Selection Committee will forward the names and materials of their nominees to the Office of the Provost no later than **Friday, April 18, 2025**.

If you have any questions about this process, please reach out to Dr. Karin Keith (keithkj@etsu.edu) or 423-439-4811.

Thank you for all you do for ETSU.

Best,

A handwritten signature in blue ink, reading 'Kimberly D. McCorkle'.

Kimberly D. McCorkle
Provost and Senior Vice President for Academic Affairs



Selection and Presentation Process

Each year, ETSU will recognize outstanding faculty achievement with three awards, one each for teaching, research/scholarship/creative activity, and service. Each college can nominate one candidate for each award from the college's faculty. Criteria for each award as well as materials required for the nomination packets are outlined. These awards are meant to recognize excellence in teaching, research/scholarship/creative activity, and service while employed at ETSU. While each award is intended to highlight excellence in a single area, the nominees are expected to demonstrate contributions in the areas that are not directly related to their award nomination.

An outstanding nominee is to be chosen for superior achievement in teaching, research/scholarship/creative activity, or service cited in the nomination statements submitted. The nomination statement should clearly indicate how the nominee has demonstrated outstanding achievement in the area of teaching, research/scholarship/creative activity, or service. The statement should also indicate the faculty member's accomplishments in other areas of responsibility.

Nominations

Department nominations should be sent to the office of the appropriate dean no later than **Friday, March 21, 2025**. Nomination forms for department nominations will be reviewed by the appropriate college selection committee. Each college will send materials for each of their nominees to the Office of the Provost by **Friday, April 18, 2025**.

Colleges should adopt specific policies and procedures for submitting nominations. Colleges may consider re-nominating worthy candidates, even though they have not been chosen by the University Selection Committee before. However, the college nominations for each award must not have won the award they are being nominated for in the past.

Nominees and college selection committees are expected to use discretion with regards to the content of the nomination packets. Packets submitted to the Office of the Provost should include only material requested under the sub-heading Award Criteria. Examples of materials that are non-essential and should be excluded include:

- Conference program booklets;
- Committee meeting announcements, agendas, minutes, etc.;
- Thank you letters for the nominee; and
- Copies of anything equally accounted for in a vita.

Selection

College Selection Committee

Each college dean will select faculty members from their college, or use an appropriate existing committee, to serve on a College Selection Committee for each individual college.



College Selection Committees shall seek to identify the outstanding nominees in its college, based on the nomination materials submitted for each award. The [Policy on Definition of Faculty and Types of Faculty Appointments](#) can help nominators determine if an individual is eligible for nomination. Each College Selection Committee will submit its outstanding nominees for each category with a composite supporting statement and nomination materials to the Office of the Provost. The Office of the Provost will provide these nomination materials to a campus-wide ad hoc University Selection Committee that is identified through the Provost's office.

University Selection Committee

This University Selection Committee, chosen by the Provost in consultation with the deans, will have appropriate representation from the colleges. Members of College Selection Committees are not eligible to serve on the University Selection Committee for that year. The task of the University Selection Committee is to choose from the outstanding nominees, the faculty member to receive each of the three faculty awards. This committee will also submit a composite supporting statement for each nominee, along with the nomination materials.

A list of the nominees will not be released. Nomination statements will be kept strictly confidential and the name of the person chosen to receive each award will be maintained in strict confidence until the awards are presented. All completed nomination forms will be maintained until the presentation of awards, after which time they will be destroyed.

Presentation

Awards shall be presented by the Provost at the Annual Faculty Convocation. Each award shall consist of an appropriately inscribed award, a medallion, and a monetary award of no less than seven thousand five hundred dollars (\$7,500). A faculty member may receive a particular award (teaching, research, or service) only once, but may receive each of the three awards.

Award Criteria

Faculty Teaching Award Criteria

The Faculty Teaching Award will be given for consistently superior teaching accomplishments. The teaching considered may be either undergraduate, graduate or both. Only teaching that applies to ETSU students, regardless of the teaching venue or modality, will be considered in making this award. The nominee must be a full-time faculty member as defined in the [Policy on Definition of Faculty and Types of Faculty Appointments](#) and have completed at least three (3) full years in service at ETSU. Faculty who have achieved emeritus status no more than one year prior to the nomination are also eligible.

The nomination packet should be created by the faculty member selected with the endorsement of the college committee added. The packet must include the documents listed below.



- Nomination form from the College Selection Committee
- Reflection written by the faculty nominated (limited to 3 pages) that addresses:
 - How nominee enacts teaching philosophy;
 - Discussion about how teaching has evolved and what contributed to the development;
- Letters of support written by students (limited to no more than 3 letters)
- Letter of support written by the dean (limited to 1 page)
- Sample of Student Assessment Instruction (limited to no more than 3 courses)
- Curriculum Vita

Faculty Research/Scholarship/Creative Activity Award Criteria

The Faculty Research Award will be given for superior research/scholarship/creative accomplishments. The work for which the award is given must result in publication(s) or in comparable accomplishment(s) in the arts and will only be considered if it was accomplished while serving as a faculty member at ETSU. The nominee must be a full-time faculty member as defined in the [Policy on Definition of Faculty and Types of Faculty Appointments](#) and have completed at least three (3) full years in service at ETSU. Faculty who have achieved emeritus status no more than one year prior to the nomination are also eligible.

The nomination packet must include the documents listed below.

- Nomination form from the College Selection Committee
- Reflection written by the faculty nominated (limited to 3 pages) that addresses:
 - Impact of Research;
 - Discussion about how research has evolved and what contributed to the development;
- Letter of support written by the dean (limited to 1 page)
- Sample of published research (limited to no more than 3 publications)
- Curriculum Vita

Faculty Service Award Criteria

The Faculty Service Award will be given for distinguished service accomplishments achieved during a substantial period prior to the award. The service considered may have been provided to a department, the college, the institution, professional organizations, community organizations, the general public, or a combination of these. Service for which the faculty member received compensation will not be considered in making this award. (Expenses and modest honoraria are not considered compensation.) Only service performed while employed at ETSU will be considered in making this award. The nominee must be a full-time faculty member as defined in the [Policy on Definition of Faculty and Types of Faculty Appointments](#) and have completed at least three (3) full years in service at ETSU. Faculty who have achieved emeritus status no more than one year prior to the nomination are also eligible.

The nomination packet must include the documents listed below.



- Nomination form written by the College Selection Committee
- Reflection written by the faculty nominated (limited to 3 pages) that addresses:
 - Service Philosophy and Impact of Service, including an approximate number of hours spent engaged in the service;
 - Discussion about how service has evolved and what contributed to the development;
- Letter of support written by the dean (limited to 1 page)
- Testimonial from recipients of nominee's service (limited to no more than 3 testimonials)
- Curriculum Vita



Faculty Awards Nomination Form

These awards are given in recognition of faculty who have made outstanding contributions in teaching, research/scholarship/creative activity, and service. This nomination form should clearly indicate how commitment to achievement in teaching, research/ scholarship/creative activity, or service has been demonstrated. The supporting statement in the nomination form should describe other areas of faculty involvement in which exemplary performance is evident.

The selection of an outstanding nominee is based on a composite view of the quality of the nominee's work. Nominations without supporting materials or with nomination materials other than those listed in the Award Criteria section will not be considered. Statements should be concise and descriptive.

Please complete this form and return it into the Dean of the appropriate college in a timely fashion so that the Dean can provide a letter of support and the faculty member can submit the documents for the nomination packet to the Office of the Provost by the stated deadline.

Nominee:

College:

Award for which the faculty member is nominated. *Highlight/Circle one.*

Teaching

Research/Scholarship/Creative Activity

Service

Consult the criteria for each award to determine the information to be provided regarding the nominee's accomplishments. Use a separate sheet(s) for the College Selection Committee supporting statement. Comment on achievements demonstrated in the area of the award for which the faculty member is nominated as well as other areas of faculty responsibility.

Signature of Nominated Faculty

Printed Name of Nominated Faculty

By providing my signature and submitting my nomination packet to the University Selection Committee, I acknowledge that I have not previously received the award for which I am submitting my application material