



CENTER FOR
TEACHING, LEARNING
AND ASSESSMENT

Faculty Excellence Award Nomination Process

This **peer nomination** process was created to acknowledge the accomplishments and excellence of our faculty.

Please follow these steps to nominate individuals for Faculty Excellence Awards in “Teaching,” University Patient Care,” or “Research, Scholarship or Creative Activities” for the current academic year:

1. Print or copy the appropriate nomination form to your own computer.
2. Fill out all information requested. Be as specific as possible and use representative examples of the accomplishments, results, and qualities you have observed in the award candidate.
 - a) Please provide a **brief synopsis** of the candidate’s accomplishments for which you would like him or her to be recognized.
 - b) In this brief paragraph, provide **specific examples** that will enable the committee members to understand and recognize the qualities you wish to have recognized.
 - c) Please write clearly and **provide sufficient information** to allow the committee to recognize the value of the person’s accomplishments.
3. Sign the nomination form. No self-nominations will be accepted for individual awards. CTLA Advisory Group members are not eligible for awards in the years during which they serve. **NO ANONYMOUS NOMINATIONS WILL BE ACCEPTED.**
4. Send the nomination form to the Chair of the CTLA Advisory Group on or before the deadline. Entries received after that date will not be considered. Entries may be sent via e-mail or in hard copy form via campus mail.
5. All entries received will be evaluated by the CTLA Advisory Group and selections will be made during June of each year.
6. If no entries are received for a particular category or the CTLA Advisory Group decides that no entry meets the stated criteria, no award will be given in that category for that year.
7. All Faculty Excellence Award winners will be announced at the Faculty Honors Luncheon in the summer term. Details will be announced during that term.

Questions may be directed to the Chair of the CTLA Advisory Group.