

MEMORANDUM

TO: All Baylor Faculty Members

FROM: Selection Committee for Outstanding Professors

DATE: December 12, 2022

SUBJECT: Call for Nominations, Outstanding Faculty Members

Baylor University will honor twelve faculty members as Outstanding Faculty for this academic year. This award represents a singular honor since the recognition comes from one's colleagues. Each of the twelve outstanding professors will receive a cash award of \$3,750, a citation, and recognition by her or his department.

The chief element in the selection process is FACULTY NOMINATION of outstanding colleagues. Accordingly, the Selection Committee encourages all faculty members to nominate outstanding colleagues. Faculty members may submit a nomination for each award group below, with each School, College, the Seminary, or the Library determining the mechanics of such nominations. For instructions on how to submit a nomination in your department, please contact your dean. FACULTY MEMBERS SHOULD SEND EACH NOMINATION TO THE DEAN OF THE RESPECTIVE SCHOOL, COLLEGE, OR ORGANIZATION, TO ARRIVE BY **JANUARY 30, 2023**. All submissions must be electronic and in pdf format. Please see #4 under Selection Process below for details. If you have any questions, do not hesitate to contact David Wilhite, Chair of the Committee. Contact information is included at the end of the memo.

AWARD GROUPS. The twelve faculty members are to be selected as follows:

A. Three tenured teaching awards:

- One from the Schools of Business, Law, or Engineering and Computer Science
- One from the Schools of Education, Music, Social Work, the Louise Herrington School of Nursing, the College of Health and Human Sciences, the Seminary, the Libraries, or the Honors College
- One from the College of Arts and Sciences. A total of three nominees may be submitted, one each from
  - Science
  - Social Sciences
  - Humanities

B. One tenure-track but not yet tenured teaching award from all schools of the university

C. Three non-tenure-track awards:

- One from the Schools of Business, Law, or Engineering and Computer Science
- One from the Schools of Education, Music, Social Work, the Louise Herrington School of Nursing, the College of Health and Human Sciences, the Seminary, the Libraries, or the Honors College

- One from the College of Arts and Sciences. A total of three nominees may be submitted, one each from
  - Science
  - Social Sciences
  - Humanities

D. Three tenured scholarship awards

- One from the Schools of Business, Law, or Engineering and Computer Science
- One from the Schools of Education, Music, Social Work, the Louise Herrington School of Nursing, the College of Health and Human Sciences, the Seminary, the Libraries or the Honors College
- One from the College of Arts and Sciences. A total of three nominees may be submitted, one each from
  - Science
  - Social Sciences
  - Humanities

E. One tenure-track, but not yet tenured, scholarship award from all schools of the university

- F. One award for “significant contributions to the Academic community in ways other than teaching or research.” This may be a nominee who is tenured; tenure-track, but not yet tenured; or a non-tenure track faculty member.

SELECTION PROCESS

1. To repeat: faculty members may submit a nomination for each award group, with each School, College, the Seminary, or the Library determining the mechanics of such nominations. **FACULTY MEMBERS SHOULD SEND EACH NOMINATION TO THE DEAN OF THEIR RESPECTIVE SCHOOL, COLLEGE, OR ORGANIZATION, TO ARRIVE BY JANUARY 30, 2023.** Deans, please send your selected nominations for all areas for which your School, College, etc. is eligible to the Selection Committee for Outstanding Professors by **FEBRUARY 27, 2023** (details below).
2. Under the leadership of the appropriate dean, a nominating committee from each School, from the College of Arts and Sciences, from the College of Health and Human Sciences, from the Seminary, from the Library, and from the Honors College will be selected. This committee will be the recommending body for its organizational unit.
3. Each committee should include a student representative on its nominating committee, with the requirement that the student be a major in that academic unit (except for the Libraries, where the student may be a student worker). Nominees from the Library must be faculty members, as indicated, for example, by their inclusion in the faculty handbook.
4. The nominating committee of each School, College, the Seminary, and the Library should then make ONE NOMINATION for each applicable award group and submit these nominations to the University’s Selection Committee for Outstanding Professors. PLEASE SEND THIS NOMINATION TO THE CHAIR OF THE COMMITTEE. This MUST be done electronically, sent as ONE PDF file for each award nomination to the chair of the committee ([david\\_wilhite@baylor.edu](mailto:david_wilhite@baylor.edu)) by **FEBRUARY 27, 2023**. Please

include the name of the award category, the name of the school, and the name of the nominee in the name of the file.

5. Within each College, each School, the Seminary, and the Library, the nominating committee should make the final choice for its nominees, with the individual dean deciding the mechanics of the balloting.

6. All persons nominated for the first award group should be tenured faculty members, and nothing is to prevent the University's Selection Committee for Outstanding Professors from selecting candidates from the same school year after year. However, its members will be provided information about faculty members previously selected from the various academic units, and at the discretion of individual committee members, that information may be factored into the voting process.

7. Although the nominations for the first three teaching awards should be tenured faculty members, all full-time faculty members—both tenured and non-tenured—should participate in the nomination process.

8. To assure fairness through uniformity of the information provided on each candidate, the information on a given candidate must be **limited to FOUR PAGES**. **Carefully select the material included rather than crowding your pages. Avoid statements in the candidate's own voice (e.g., say "Professor Doe richly deserves this award," not "I richly deserve this award"). The type font should be no smaller than Times 10 and the margins no narrower than 3/4 inches.** Concisely summarize student evaluations rather than including originals. Do not include pictures, performance announcements, or copies of published works. Where a full list of publications would require several pages, limit the list to one page, with a brief paragraph at the end describing the number and nature of the publications omitted. We need adequate information on which to base our understanding of why this is an outstanding faculty member, possibly including (but remember to limit to a total of 4 pages for the full nomination packet for each nominee):

- abbreviated curriculum vitae
- letters of recommendation from dean or chair
- letters of recommendation from colleagues (internal or external to Baylor)
- excerpts (quantitative and qualitative) from course evaluations
- letters of recommendation from current or past students

Problems have arisen in the past because some schools failed to follow instructions concerning page restrictions. Because of this, we ask that the pages be numbered, and keep in mind that only the first four pages will be forwarded to the University's Selection Committee for Outstanding Professors.

**With first priority going to the category for which a faculty member is being nominated (i.e., teaching, research, significant contributions, etc.), areas to be covered in the recommendations are:**

- I. Teaching
- II. Research
- III. University Service
- IV. Student Contacts
- V. Community and Church Service

9. Within the College of Arts and Sciences, the College of Health and Human Sciences, the Schools, the Seminary, the Library, and the Honors College, determination should be made concerning who is to compile the material for submission to the University's Selection Committee for Outstanding Professors, but the nominations from each group are to be coordinated through the office of the appropriate Dean.

10. The University's Selection Committee for Outstanding Professors has been charged to select in each case the "best all-around professor based upon teaching capabilities, research achievement, effective committee service, time spent with students, and civic and church involvement." Criteria for selection will include all of these; committee members will emphasize the specific category from which the selection is to be made.

We also ask that any past Outstanding Professor Award won by the nominee in the same category be reported in the nomination packet. As in the past, preference will be given to nominees who have not previously received this award. Because of this constraint, it is reasonable to expect that in most cases a nominee's performance over a period of years will be taken into consideration. However, special emphasis should be given to recent performance, especially if changes in performance level have been occurring.

Finally, the selection committee encourages schools and departments to re-nominate candidates they feel are especially strong and who represent their schools/departments well. A re-nomination should be designated as such explicitly in the nomination packet. Similarly, please indicate how many times a candidate has been nominated for the same award in the past.

If you have any questions or problems, please contact the Chair, David Wilhite ([david\\_wilhite@baylor.edu](mailto:david_wilhite@baylor.edu)).

With best wishes,

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