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**MEMORANDUM**

**DATE:** 11/21/2025

**TO:** College Deans

**FROM:** Russ Ivy, Interim Provost and Vice President for Academic Affairs

**SUBJECT:** Nominations for Faculty and Staff Awards – 2026

Awards season is just around the corner. Please join me in recognizing faculty and staff at the University who have demonstrated outstanding contributions in undergraduate teaching, advising, research, scholarship, and service over the past year.

Please submit your college's nominations for the following awards:

- Excellence and Innovation in Undergraduate Teaching and Advising Awards
  - Two faculty nominees for the Teaching Award
  - One faculty or staff nominee for the Advising Award
- Faculty Service Award
  - One faculty nominee
- Researcher of the Year Award
  - One nominee per rank
- Scholar of the Year Award
  - One nominee per rank

Attached are the guidelines and criteria for these awards. Please review them carefully to ensure a smooth and thoughtful selection process.

**Main Submission Deadline:** All nominations must be submitted to the Honors and Awards Committee and the Research Committee by **February 6, 2026, [HERE](#)**. These committees will review the nominations, select award recipients, and forward the names to the Office of the

Provost or the Office of the Vice President for Research. Please ensure all required materials are complete and submitted in the specified format to allow for a smooth review process.

If you have any questions, please contact Taina Teran-Campbell in the Office of the Provost at [tteran@fau.edu](mailto:tteran@fau.edu).

Additionally, please save the date for the 57<sup>th</sup> Annual Honors Convocation, scheduled for Wednesday, April 15, 2026, at 4:00 p.m.

Thank you for your continued support in recognizing the dedication and achievements of our outstanding faculty and staff.

CC: Evangelos Kaisar, Honors and Awards Committee Chair  
Tina Penhollow, Research Committee Chair

# I. Excellence and Innovation in Undergraduate Teaching and Advising Awards

It is time to begin the selection process for this year's teaching and advising awards. Please submit the names of three nominees: **two faculty nominees** for the teaching awards and **one faculty or staff nominee** for the advising award. The awards are to be presented as follows:

- Excellence and Innovation in Undergraduate Teaching – Four awards of \$4,000 each
- Excellence and Innovation in Undergraduate Advising – Three awards of \$2,000 each

## Nomination Process & Internal Deadlines

- January 23, 2026, 5:00 p.m.: Departments should forward nominations for both Teaching and Advising Awards to the college screening committees for review. Committees should include student representation. Nominations should be submitted in PDF format.
- February 6, 2026, 5:00 p.m.: College screening committees will select candidates and submit their names along with electronic nomination materials as a single PDF document [HERE](#) (FAU sign-in required).
- February 20, 2026: The Honors and Awards Committee of the University Faculty Senate will select award recipients and forward their names to the Provost.

## Initial Nominations

All nominations and applications must be submitted through the appropriate academic department to the college awards screening committee. Nominations may be made by students, faculty members, or others able to evaluate the nominee's contributions to teaching or advising. Individuals are also encouraged to apply for the awards.

## Eligibility

1. **Teaching Award:** Eligible faculty members must have taught at least two undergraduate courses during the academic years 2022-2023, 2023-2024, and 2024-2025, and who have held positions as tenured or tenure-earning ranked faculty or full-time instructors at the institution during these years.
2. **Advising Award:** Eligible individuals must have student advising as their primary responsibility and have been employed by the institution in that capacity for at least the current and two preceding years (2022-2023, 2023-2024, and 2024-2025).
3. Previous recipients of these awards in the past three academic years (2022-2023, 2023-2024, and 2024-2025) are not eligible for an award in 2025.

4. Individuals currently serving on a College awards screening committee or the University Faculty Senate Honors and Awards Committee and who are nominated for an award will be excused from participating in the selection process.
5. Quality and presentation of the submissions will be strongly considered. The committee seeks clear documentation presented concisely.
6. Electronic portfolios may **ONLY** contain the specified items and **MUST** be in **PDF format**. Additional information or disorganization will result in exclusion from consideration.

### **Criteria for Selection**

Candidates must demonstrate excellence in teaching or advising through impactful and effective practices. While excellence is subjective, several indicators will be considered, including: student, peer, and administrative evaluations; previous awards or honors recognizing excellence; evidence of innovation in teaching or advising, such as the development or use of new methods or techniques; and recent publications or presentations on teaching or advising, especially those highlighting innovative approaches. Many of these aspects are already detailed in the CV and need not be repeated in the portfolio.

**Portfolios with additional items or exceeding page limits will not be reviewed.** Nominations and applications should include the following documentation in a **single PDF document**:

1. Cover page (**attached to this memo**)
2. Table of Contents
3. **One page** summary chart or other creative endeavor to include a few lines per each item with the following titles (as appropriate) to concisely share the applicant's recent teaching attributes and accolades:
  - a. Teaching History and Pedagogy
  - b. SPOT evaluations - (university level comparison)
  - c. SPOT evaluations - (dept and college level comparison)
  - d. Books published related to Learning/Teaching
  - e. Grants related to Innovations in Teaching
  - f. Publications related to Innovations in Teaching
  - g. Teaching related recognition/Awards
  - h. Administrative (Dept. Chair) Evaluations
  - i. Teaching Engagements (National/International)
  - j. Service and K12 Education related activities
  - k. Innovation in Teaching methods/tools
  - l. Community engaged Learning
  - m. Committees related to Teaching
4. Concise, **one-page letters describing the reasons for the nomination or application.**
  - a. Maximum of 2 (total) from administrators, faculty, and/or peers

- b. Maximum of 2 from students
- 5. The candidate's **current curriculum vitae** (includes teaching honors and awards).
- 6. Annual college level **teaching evaluations for the past two years** (the latter must be limited to the teaching portion of the annual evaluation).
- 7. Overall SPOT evaluation results for the **past two years (also including the past fall)** with the course number and title of each course, the number of students enrolled, the grade distribution, and the department average. SPOT results must be tallied and be in a chart format—and include college averages. Qualitative comments should not be included.
- 8. A **brief explanation** of previous awards, honors, etc. received in recognition of excellence in teaching for the last 3 years in chart format.
- 9. Electronic copies of recent publications or presentations (**up to 3 years**) concerning teaching, particularly including new methods and/or techniques.
- 10. A statement of Teaching Philosophy.
- 11. Other relevant documentation **limited to 2 brief items.**

#### **ADVISING:**

- 1. Cover page (**attached to this memo**)
- 2. Table of Contents
- 3. **One page** summary chart or other creative endeavor to include a few lines per each item with the following titles (as appropriate) to concisely share the applicant's recent advising attributes and accolades:
  - a. Advising History
  - b. Books published related to Advising
  - c. Grants related to Innovations in Advising
  - d. Publications related to Innovations in Advising
  - e. Advising related Recognition/Awards
  - f. Administrative (Dept. Chair) Evaluations
  - g. Advising Engagements (National/International)
  - h. Service-related activities
  - i. Innovation in Advising methods/tools
  - j. Community engaged Advising
  - k. Committees related to Students and/or Advising
- 4. Concise, **one-page letters describing the reasons for the nomination or application.**
  - a. Maximum of 2 (total) from administrators, faculty, and/or peers
  - b. Maximum of 2 from students
- 5. The candidate's **current curriculum vitae** (includes advising honors and awards).
- 6. Annual **advising employment evaluations for the past two years.**
- 7. A **brief explanation** of previous awards, honors, etc. received in recognition of excellence in advising for the last 3 years in chart format.
- 8. Electronic copies of recent publications or presentations (**up to 3 years**) concerning advising, particularly including new methods and/or techniques. (**Optional**)

9. A statement of Advising Philosophy.
10. Other relevant documentation **limited to 2 brief items.**

## II. University Faculty Service Award

In recognition of the many professional service contributions made by Florida Atlantic University faculty to our local, regional, national, and international communities, I am pleased to announce the call for nominations for the University Faculty Service Award.

Please submit **one faculty nominee** from your college for this honor. The award recognizes one faculty member who has demonstrated outstanding service to the community. The selected recipient will receive a \$1,200 pre-tax award, generously funded by the University, to be presented at the Annual Employee Service Awards Ceremony in April.

### Nomination Process & Internal Deadlines

- January 23, 2026, by 5:00 p.m.: Initial nominations and supporting documentation must be submitted to the Dean of the nominee's college in PDF or Word format.
- February 6, 2026, by 5:00 p.m.: Deans must submit one final nomination, with all supporting materials compiled into a single PDF, [HERE](#) (FAU sign-in required).
- February 20, 2026: The University Faculty Senate Honors and Awards Committee will select the recipient and forward the name to the Office of the Provost.

### Initial Nominations

Faculty members who meet the award criteria may nominate themselves or be nominated by anyone within the University community. Please make sure that this opportunity is well-noticed within your academic departments and that your high-performing and committed faculty members who are eligible for such recognition are aware of and apply for this prestigious award.

### Eligibility

1. Permanent faculty including instructors, research and library faculty, multi-year appointees, and those in tenured or tenure-earning lines who have been employed for one continuous year (including an academic year for faculty) are eligible to apply. **Visiting faculty are not eligible.**
2. Any individual who is a current member of a College awards screening committee or the University Faculty Senate Honors and Awards Committee and is nominated for an award shall be excused from participating in the selection of the recipients of these awards.
3. Quality and presentation will be strongly considered. The committee is looking for clear documentation of the items requested presented in a concise manner.

4. Electronic portfolios may ONLY contain the following items and MUST be presented in WORD or pdf documents. Note that additional information or disorganization will exclude the portfolio from consideration.

### **Criteria for Selection**

The award will be based upon the achievements of the faculty for service to the regional, national, and/or international community. Service must be performed without compensation.

- Service must be substantiated by at least one letter, which may or may not be from the benefiting agency/entity. There is a maximum of two letters from each benefiting agency/entity as well as a maximum of two letters from peers, administrators, and/or students.
- Service should be related to the profession or discipline of the faculty member; however, extraordinary service in an unrelated area will be considered.
- Service may or may not be a component of a faculty member's normal assignment.

**Please note that portfolios containing extra items beyond the list below or beyond page limits will not be reviewed.** Documentation in support of each nomination and application should include the following in an *electronic format*:

#### **Portfolio Content:**

1. Cover page (attached to this memo)
2. Table of Contents
3. One page chart to concisely share the applicant's recent contributions to the community (past three years).

##### a. Sample

Place of Service	Role	Time Commitment/Release Time	Semester/Year
<i>Ex. High School Honor Choral Festival</i>	Coordinator	<i>Approximately 25-30 hours annually in planning and scheduling (does not include the actual event which takes place over two days for around 14 hours each day) *Fall 2016 added</i>	<i>Fall 2005 to present</i>

4. Concise, one-page letters describing the reasons for the nomination or application
  - a. Maximum of 2 (total) from administrators, faculty, and/or peers
  - b. Maximum of 2 from other agencies, groups, and/or persons

5. The candidate's current curriculum vitae
6. Other relevant documentation **limited to 2 brief items.**

## IV. Scholar of the Year Awards

The Division of Research invites applications and nominations for the **2026 Scholar of the Year** Awards. One \$2,500 award will be made for each faculty rank (assistant/associate/full) to honor excellence in scholarly activities. A dean can nominate only one person at each rank for Scholar of the Year.

The award can only be used for direct research costs, e.g. for research supplies and travel to support a specific project.

### Nomination Process & Internal Deadlines

- **January 23, 2026:** Submit applications or self-nominations (following the guidelines provided) to your college dean/director.
- **February 6, 2026:** Each dean/director—ideally with input from a college committee—selects a nominee for each faculty rank and forwards the names to the University Research Committee (URC) via the Committee Chair.
- **February 20, 2026:** The URC reviews submissions, selects a winner in each faculty rank, and presents the awardee names to the President and Vice President for Research.

### Eligibility

1. All tenured and tenure-track faculty, including research faculty (with the exception of FAU Eminent Scholars and FAU distinguished professors) and all faculty librarians, are eligible if they have been on the FAU payroll for three years by the application date.
2. Previous winners who have retained the same rank must wait five years to become eligible again.

### Evaluation Criteria

The evaluation is based on the quality and quantity of scholarly and creative activities conducted by the FAU faculty member over the past five years, with a minimum of three years' emphasis on work done at FAU, as evidenced by:

1. Nomination Letter;
2. Published books; refereed publications; articles; musical compositions; painting, sculpture; works of performing art; presentations at meetings of professional societies that have not resulted in publication, display or performance;
3. External sponsors, where appropriate;
4. Graduate student/Postdoc guidance, where appropriate;

5. Service to professional organizations;
6. Special awards or citations.

## Nomination Guidelines

All materials must be scholarly work conducted within the last five years and should be submitted as a single PDF document. Nomination applications should be clearly organized according to the following categories:

1. Signed Nomination Letter from the Dean
2. Statement of qualifications for Scholar of the Year Award (**2 pages**, include name, rank, college, department, years at FAU)
3. Current curriculum vitae (**Maximum 5 pages**)

In the section of the CV devoted to research, scholarly and creative activities, please categorize as follows, unless the nature of the scholarly activity requires additional categories:

- Refereed works (only include published or accepted work)
- Journal publications
- Books and chapters in books
- Presentations; videos; website URL's
- Other publications
- Non-refereed works (categorize as above)
- Contracts or grants received (include your role as principal investigator, co-principal investigator, collaborator, advisor, etc.)

4. Additional scholarly and creative activities (including information on panels or workshops you organized or served on)
5. Graduate student guidance/postdoc, as applicable - please specify your role (advisor, chair, member, etc.).
6. Memberships in and service to professional organizations
7. Contracts or grants received (include your role as principal investigator, co-principal investigator, collaborator, advisor, etc.; sponsor; direct and indirect costs; timeframe of award)
8. Scholarly citations (applicants are encouraged to list the number of times publications have been cited and provide the committee with evidence of these citations.)
9. Letters of support from outside experts in the field of study, with supporting credentials, are encouraged.

**Submission Deadline:** The Dean's Office must submit the signed college nominations by 5:00 p.m. on February 6, 2026, as a single PDF titled "2025 Researcher of the Year Award – [Nominee Last Name]" [HERE](#) (FAU sign-in required).

## V. Researcher of the Year Awards

The Division of Research invites applications and nominations for the **2026 Researcher of the Year** Awards. One \$2,500 award will be made for each faculty rank (assistant/associate/full) to honor excellence in sponsored and project-oriented research, with particular emphasis on externally funded research. A dean can nominate only one person at each rank for Researcher of the Year.

The award can only be used for direct research costs, e.g. for research supplies and travel to support a specific project. A justification for requested purchases is required and will be reviewed by Research Accounting prior to approval.

### Nomination Process and Internal Deadlines

- **By January 23, 2026:** Submit applications or self-nominations (following the guidelines provided) to your college dean/director.
- **By February 6, 2026:** Each dean/director—ideally with input from a college committee—selects a nominee for each faculty rank and forwards the names to the University Research Committee (URC) via the Committee Chair.
- **By February 20, 2026:** The URC reviews submissions, selects a winner in each faculty rank, and presents the awardee names to the President and Vice President for Research.

### Eligibility

1. All tenured and tenure-track faculty, including research faculty (with the exception of FAU Eminent Scholars and FAU distinguished professors) and all faculty librarians, are eligible if they have been on the FAU payroll for three years by the application date.
2. Previous winners who have retained the same rank must wait five years to become eligible again.

### Evaluation Criteria

The evaluation is based on the quality and quantity of research conducted by the FAU faculty member over the past five years, with a minimum of three years' emphasis on work done at FAU, as evidenced by:

1. Nomination Letter
2. Externally sponsored research as a primary criterion
3. Peer-reviewed publications, articles, presentations, and books
4. Graduate student/Postdoc guidance, where appropriate
5. Service to professional research organizations
6. Special awards or citations

## Nomination Guidelines

All materials must be scholarly work conducted within the last five years and should be submitted as a single PDF document. Nomination applications should be clearly organized according to the following categories:

1. Signed Nomination Letter from the Dean
2. Statement of qualifications for Researcher of the Year Award (**2 pages**, include name, rank, college, department, years at FAU)
3. Current curriculum vitae (**Maximum 5 pages**)

In the section of the CV devoted to research, scholarly and creative activities, please categorize as follows, unless the nature of the scholarly activity requires additional categories:

- Contracts or grants received (include your role as principal investigator, co-principal investigator, collaborator, advisor, etc.; sponsor; direct and indirect costs; timeframe of award)
- Peer-reviewed publications (only include accepted and/or published works)

4. Graduate student/Postdoc guidance as applicable. Please specify your role (advisor, chair, member, etc.).
5. Memberships in and service to professional organizations
6. Scholarly citations (Applicants are encouraged to list the number of times publications have been cited and provide the committee with evidence of these citations.)
7. Letters of support from outside experts in the field of study, with supporting credentials, are encouraged.

**Submission Deadline:** The Dean's Office must submit the signed college nominations by 5:00 p.m. on February 6, 2026, as a single PDF titled “2025 Researcher of the Year Award – [Nominee Last Name]” [HERE](#) (FAU sign-in required).



Excellence and Innovation in Undergraduate Advising—FACULTY/STAFF

## COVER PAGE

Name:

College/Department:

1. Cover page
2. Table of Contents
3. One page summary chart or other creative endeavor to include a few lines per each item with the following titles (as appropriate) to concisely share the applicant's recent advising attributes and accolades:
  - a. Advising History
  - b. Books published related to Advising
  - c. Grants related to Innovations in Advising
  - d. Publications related to Innovations in Advising
  - e. Advising related Recognition/Awards
  - f. Administrative (Dept. Chair) Evaluations
  - g. Advising Engagements (National/International)
  - h. Service related activities
  - i. Innovation in Advising methods/tools
  - j. Community engaged Advising
  - k. Committees related to Students and/or Advising
4. Concise, one page letters describing the reasons for the nomination or application
  - a. Maximum of 2 (total) from administrators, faculty, and/or peers
  - b. Maximum of 2 from students
5. The candidate's current curriculum vitae (includes advising honors and awards).
6. Annual advising employment evaluations for the past two years.
7. A brief explanation of previous awards, honors, etc. received in recognition of excellence in advising for the last 3 years in chart format.
8. Electronic copies of recent publications or presentations (up to 3 years) concerning advising, particularly including new methods and/or techniques. **(Optional)**



9. A statement of Advising Philosophy.
10. Other relevant documentation **limited to 2 brief items.**
11. Name File: Last Name, First Name - Excellence and Innovation in Undergraduate Advising



## Excellence and Innovation in Undergraduate Teaching – FACULTY

### COVER PAGE

Name:

College:

1. Cover page
2. Table of Contents
3. One page summary chart or other creative endeavor to include a few lines per each item with the following titles (as appropriate) to concisely share the applicant's recent teaching attributes and accolades:
  - a. Teaching History and Pedagogy
  - b. SPOT evaluations - (university level comparison)
  - c. SPOT evaluations - (dept and college level comparison)
  - d. Books published related to Learning/Teaching
  - e. Grants related to Innovations in Teaching
  - f. Publications related to Innovations in Teaching
  - g. Teaching related recognition/Awards
  - h. Administrative (Dept. Chair) Evaluations
  - i. Teaching Engagements (National/International)
  - j. Service and K12 Education related activities
  - k. Innovation in Teaching methods/tools
  - l. Community engaged Learning
  - m. Committees related to Teaching
4. Concise, one-page letters describing the reasons for the nomination or application
  - a. Maximum of 2 (total) from administrators, faculty, and/or peers
  - b. Maximum of 2 from students
5. The candidate's current curriculum vitae (includes teaching honors and awards).
6. Annual college level teaching evaluations for the past two years (the latter must be limited to the teaching portion of the annual evaluation).
7. Overall SPOT evaluation results for the past two years (also including the past fall) with the course number and title of each course, the number of students enrolled, the grade distribution, and the department average. SPOT results must be tallied and be in a chart format—and include college averages. Qualitative comments should not be included.



8. A brief explanation of previous awards, honors, etc. received in recognition of excellence in teaching for the last 3 years in chart format.
9. Electronic copies of recent publications or presentations (up to 3 years) concerning teaching, particularly including new methods and/or techniques.
10. A statement of Teaching Philosophy.
11. Other relevant documentation **limited to 2 brief items**.
12. Name File: Last Name, First Name - Excellence and Innovation in Undergraduate Teaching



## University Faculty Service Award

### COVER PAGE

Name:

College:

1. Cover page
2. Table of Contents
3. One page chart (attached to this memo) to concisely share the applicant's recent contributions to the community (past three years).
4. Concise, one page letters describing the reasons for the nomination or application
  - a. Maximum of 2 (total) from administrators, faculty, and/or peers
  - b. Maximum of 2 from other agencies, groups, and/or persons
5. The candidate's current curriculum vitae
6. Other relevant documentation **limited to 2 brief items.**
7. Name File: Last Name, First Name - University Faculty Service Award