Introduction

The work of the faculty is central to the Aims of a BYU Education and the Mission of the University, and recognition of faculty contributions by the university administration is appropriate and essential. This document solicits concise and thoughtful nominations from the university community for exemplary faculty whose commitment to excellence and performance as scholars and citizens merit recognition by the entire university community. The procedures and processes described in this document are designed to provide the University Faculty Awards Committee and the university administration with the information required to make effective decisions about which faculty members’ contributions deserve special recognition at the university level.

Careful and thoughtful preparation of nomination packets by faculty colleagues is essential to the evaluation process. Please follow all directions. Keep in mind that the quality of the information is far more important than the quantity. Many of the performance parameters used to evaluate faculty members for rank advancement and continuing status are the same metrics that effectively document the worthiness of a faculty member for special recognition. Please consider consulting the university Rank and Status Policy for possible lines of evidence as you assemble a nomination packet. It is also important that you carefully review and follow the specific directions for each award category.

Confidentiality Statement

It is generally understood by the university community that recipients of annual university awards are selected by a process of peer judgment and consensus. Although these awards are of substantial value to each department and college within the university, it is imperative that the judgment of this committee of peers be entirely independent and free of influence from their respective colleges and departments. The committee is charged with the responsibility of recommending colleagues to the university administration to be considered for each of these awards. In order to eliminate potential bias, conflict over final decisions, and unfair advantages, the deliberations and decisions of this committee are confidential and will not be discussed with other faculty or with departmental or college administrators.

Eligibility for Faculty Awards

Full-time faculty members—professional or professorial—who have been at the university for at least 5 years may be nominated to receive a faculty award. Some exceptions do apply, namely the Abraham O. Smoot Citizenship Award, the Early Career Scholarship Award, the BYU Class of 1949 Young Faculty Award, and the Early Career Teacher Award. (Please see their individual eligibility requirements below.) Additionally, the Adjunct Faculty Excellence Award is designated for adjunct faculty with at least 5 years of continuous part-time service.

All awards are presented to faculty members who have demonstrated exceptional work in the areas of citizenship, teaching, and research/creative work. Although some are honored principally for distinction in one area, the expectation in each instance is that the recipient will have made notable contributions in all three areas.

Because nominations are reviewed and endorsed through department chairs/directors and the dean’s office, administrators and support staff who participate in the nomination process—such as deans, associate or assistant deans, chairs or directors, and their assistants—should not be nominated while they are in these leadership positions. Nominees for the Karl G. Maeser Distinguished Faculty Lecturer Award are an exception, because they are nominated only by deans.

Support Funds

Annual support funds provided by awards are subject to all university financial policies, and any capital equipment purchased from these funds is the property of the university. A professorship/award may not extend beyond retirement.
Nomination Procedures

Nomination Deadline
The deadline for all nominations is February 15th each year. If the deadline falls on a weekend, nominations will be due the following Monday.

Carry-Over Nominations
Nomination materials for university-level awards will be carried over for one additional year, unless the college requests otherwise. Carried-over nominations may be modified and updated by departments and colleges as deemed necessary, but any such alterations must be made no later than February 15.

Nominations for the following awards will not be carried over:
- General Education Professorship
- Alcuin Fellowships
- Religious Education Transfer Professor Award

Who May Nominate
With the exception of the Karl G. Maeser Distinguished Faculty Lecturer Award, anyone may nominate a candidate for a faculty award, but all nominations must be submitted through the nominee’s department chair and dean. The Academic Vice President’s Council may make an independent nomination for any award.

Submitting Nomination Materials
Please send pdf nomination packets electronically to the Associate Academic Vice President–Faculty Development (faculty_awards@byu.edu). Nominations may also be delivered on a carefully labeled flash drive to D387 ASB. Nominations for the Karl G. Maeser Distinguished Faculty Lecturer Award and the Alcuin Fellowships will follow the instructions outlined below for those awards.

Nomination Packets
Note: Please review and carefully follow the nomination instructions below. Packets not conforming to these instructions will be returned to the department chair. To assist with this, a nomination packet checklist has been provided at the end of this document.

Nomination packets should be prepared by a colleague of the nominee, not by the nominee. Faculty members may not be nominated for more than one award in any given year, with the exception of the Karl G. Maeser Distinguished Faculty Lecturer Award. It is important that the nomination letter focus on the criteria specific to the designated award. The University Faculty Awards Committee reserves the right to consider any nominee for an alternative award if it seems more appropriate. Please be judicious and focused with the material included in the nomination packet. Nominations that are concise, well organized, and carefully written reflect professionalism and honor the nominee. Consider the use of bullet points to summarize content.

Nomination packets may not exceed 20 pages, not including all student comments from the most recent 6 classes, as directed below. Other materials such as sample publications or illustrative creative works deemed important to the nomination that would result in the file exceeding 20 pages (aside from the student comments pages) must be sent electronically in a separate file. These should not exceed three products and will be kept on file and considered at the committee’s discretion. Non-standard work that is unique should be discussed in the context of the nominee’s university assignment.
All nomination packets must include the following items, in the order listed:

1. A nomination memo which summarizes the professor’s work and qualifications for the award. The memo should be prepared by a colleague or by the department chair and should provide an evaluative assessment of performance in all areas of faculty responsibility (teaching, research/creative work, and citizenship, or citizenship and professional assignments for professional faculty members). The memo should put the nominee’s accomplishments in perspective according to the department rank and status expectations document by including:
   A. The teaching/research/citizenship load specifically assigned to the nominee. If the nominee has been given a heavy teaching load with a lower scholarly expectation—or vice-versa—or if they have a significant administrative responsibility that requires a reduction in teaching or research expectations, this should be explained.
   B. A brief explanation of the scholarly/creative work expectations and norms in the department and in the discipline. Because these vary so greatly across departments, the explanation should provide enough context that reviewers from across campus can understand and evaluate the nominee’s worthiness for special recognition. The explanation should include the following:
      i. The average number of peer-reviewed articles/juried works expected per year.
      ii. Department standards for journal/venue quality.
      iii. The relative weight the department gives to works of different types—such as monographs, book chapters, reviews, edited volumes, translations, performances, creative works, etc.
      iv. How authorship lists are typically ordered in journals within the discipline—what does the authorship order signify about each author’s contribution?
      v. A comparison of the nominee’s scholarly productivity to these standards.
   C. A brief summary of key student mentoring and/or experiential learning activities that the nominee is engaged in. If any of the scholarly works have undergrad or grad student co-authors, highlight student authors in some way.

Recommendation letters from peers or colleagues outside BYU are generally not appropriate to seek or include.

2. If the nomination memo is prepared by a faculty colleague, the nominator must submit it to the nominee’s department chair. The department chair will review each nomination and will attach a personal evaluation memo of no more than 1–2 pages to the packet. If appropriate, the chair may rework the nomination memo to strengthen it.

3. The department chair will forward the packet to the dean of the nominee’s college, who will also add a personal evaluation memo of no more than 1–2 pages to the nomination packet.

4. All packets must also include:
   A. An abbreviated curriculum vitae (no more than 5 pages) for the nominee. Consider the award description when determining which items to include.
   B. A summary chart of all student ratings of all courses taught for the previous 5 years—or as long as the faculty member has been at BYU, if less than 5 years.

This report can be created from http://studentratings.byu.edu/ as follows:
   1. Select “View Student Ratings reports”
   2. Beside “View Student Ratings Reports,” select “View Reports”
   3. Switch to “View By Instructor” at top left, and then find and select instructor’s name
   4. Scroll up to top right of page, select “Generate Instructor Reports”
   5. Under “Other reports” at bottom, “All sections summary report,” select “Generate Report”
   6. Select starting semester to give 5 years of ratings, then select “Generate Report”
   7. Choose the “Generate PDF” option at top right
   C. All student comments for the last 6 classes taught. (These pages of student comments do not count toward the 20-page limit for the nomination packet.)

Note: Some awards have slightly different requirements for the nomination packet; please review the expectations for those awards as described below.
Award Descriptions, Conditions, and Special Requirements

Karl G. Maeser Distinguished Faculty Lecturer Award

Awarded by the university and recognized at the Annual University Conference.

This award is the most prestigious faculty award given by the university. The recipient of the award must have demonstrated sustained and clear superiority in commitment to the Aims of a BYU Education through research/creative work, teaching, and university citizenship as outlined in the criteria for the other Karl G. Maeser awards. Individuals considered for this award are distinguished in their disciplines and are typically senior faculty members who are in the latter stages of their BYU careers.

The Academic Vice President’s Council and deans will work together to identify one or two candidates from each college by February 15 of each year. Based on this collaboration, the deans will be invited to prepare a one-page nomination for each candidate. This nomination will be evaluated along with teaching and scholarship data in making a final selection.

Final one-page nominations for this award should be submitted by deans to the Associate Academic Vice President–Faculty Development (faculty_awards@byu.edu), RE: Maeser Distinguished Faculty Lecturer Nomination, or delivered to D387 ASB.

The Karl G. Maeser Distinguished Faculty Lecturer will receive a cash award of $12,000 and a research support award of $10,000, will present a university forum address, will be honored at a special luncheon, and will be granted the title Karl G. Maeser Distinguished University Professor. In subsequent years, the recipient will receive an $8,000 annual salary stipend and a $10,000 annual support award, which may be renewed in five-year increments upon recommendation from the department chair and dean and with approval from the academic vice president.

University Professorship

Awarded by the university and recognized at the Annual University Conference.

University professorships encourage and acknowledge senior professorial and professional faculty members who are outstanding scholars, teachers, and university citizens. Some awards in this category recognize faculty who are excellent scholars and who thereby teach others in their discipline. Other awards in this category specifically reward and enhance superior classroom teaching. Yet others acknowledge those who may be highly accomplished in both areas. In short, professorships are used to improve learning, including both scholarship and teaching.

Each university professorship is awarded for a 5-year term and carries an $8,000 annual salary stipend and a $10,000 annual support award. University professorships may be renewed, upon recommendation from the department chair and dean and with approval from the academic vice president.

Karl G. Maeser Excellence in Teaching Award

Awarded by the university and recognized at the Annual University Conference.

This award recognizes faculty members who have demonstrated sustained and clear superiority in teaching. Recipients of this award should provide instruction that is rigorous and based on high expectations of their students. The learning activities and teaching strategies they employ should be successfully directed toward students’ comprehension, understanding, and reasoning. Additionally, the recipients’ teaching should significantly influence—and should be significantly influenced by—their citizenship responsibilities and research or creative work.

One of these awards may be given to honor a faculty member who is doing innovative work to enhance learning through instructional design, pedagogical innovations, or student mentoring. Another may be given to a faculty member who demonstrates successful integration of experiential learning into the learning activities of their students. These experiences might include work in the studio, lab, or field; study abroad programs; service learning; meaningful internships; or undergraduate research.

Each recipient of this award will receive a cash award of $6,000.
Karl G. Maeser Research and Creative Arts Award

Awarded by the university and recognized at the Annual University Conference.

This award recognizes exceptional distinction in research or creative arts or performances. Recipients of this award should have gained recognition and influence in their discipline reaching well beyond local or regional boundaries, such as significant refereed publications, research funding, invited presentations at national or international symposia, significant service to national or international research-related professional organizations, or juried displays and performances. Additionally, the recipients’ research or creative work should significantly influence—and be influenced by—their citizenship responsibilities and teaching endeavors.

The nomination packet for this award should include no more than 2 internal letters of evaluation.

Each recipient of this award will receive a cash award of $6,000.

Karl G. Maeser Professional Faculty Excellence Award

Awarded by the university and recognized at the Annual University Conference.

This award is given in recognition of outstanding achievement in fulfilling professional faculty responsibilities. Recipients of this award are professional faculty members who have demonstrated excellence in citizenship and professional service including, but not limited to, clinical supervision and instruction, counseling, librarianship, athletic coaching or other athletic professional work, teaching, or scholarly or creative work.

(This award is intended specifically for professional track faculty. However, please keep in mind that professional faculty are also eligible for the other university awards. As mentioned above, coaching faculty should be considered for this award, as they are not eligible for the Karl G. Maeser Excellence in Teaching Award.)

Each recipient of this award will receive a cash award of $6,000.

Abraham O. Smoot Citizenship Award

Awarded by the university and recognized at the Annual University Conference.

This award is given to a BYU faculty member who, through a career of distinguished service to the university, has demonstrated those qualities of service and personal sacrifice to the university that were exhibited by A. O. Smoot, while reaffirming the unique mission of the university. Many faculty members have established fine reputations as teachers and scholars but have also been called upon to interrupt their regular academic pursuits to chair university committees, take temporary administrative positions, or in other ways spend years performing a variety of essential but unsung services for the university. Such assignments have added to their teaching and research agendas. Some—primarily faculty members who have given service in long-term administrative assignments they never sought—fulfilled these assignments with distinction and willingly returned to the ranks of the faculty when their administrative appointments were over.

Recipients of this award should be outstanding faculty members with a history of exemplary teaching activity and/or scholarly work who have made a truly distinctive and significant service contribution to the university. They should exemplify the sacrifice, citizenship, and service shown by A.O. Smoot. (Nominators have wide latitude in evaluating distinguished service and citizenship.) Recipients should also have promoted the unique spiritual and secular mission of the university, through action and articulation.

Nominees for this award must have at least 15 years of service as a faculty member at BYU to be eligible.

The recipient of this award will receive a cash award of $6,000.

Wesley P. Lloyd Award for Distinction in Graduate Education

Awarded by the university and recognized at the Annual University Conference.

This award is given to an exemplary member of the graduate faculty, who has evidenced distinguished performance in teaching, research/creative work, and citizenship. Recipients of this award should have a history of distinguished teaching and instruction in their discipline at the graduate level, significant research and/or creative work, superior mentoring and supervising of graduate students, and exemplary service to the university, specifically in the creation, implementation, and supervision of graduate programs.

After initial review by the Associate Academic Vice President–Faculty Development, nominations will be forwarded to the Dean of Graduate Studies, who will review all nominations and select and rank the top 3 nominees. Graduate Studies will submit names and rankings for the top 3 nominees to the Associate Academic Vice President–Faculty Development by no later than April 5 for review by the University Faculty Awards Committee.

The recipient of this award will receive a cash award of $6,000.
Adjunct Faculty Excellence Award

Awarded by the university and recognized at the Annual University Conference.

This award recognizes the contributions of adjunct faculty who have demonstrated excellence in teaching or in other professional responsibilities in service to the university and to students over a period of at least 5 years. It intends to acknowledge the important role that adjunct faculty and other professionals play in the life of the university and in its ability to achieve the Aims of a BYU Education in the lives of students.

Each recipient of this award will receive a cash award of $2,000.

BYU Class of 1949 Young Faculty Award

Awarded by the university and recognized at the Annual University Conference.

This award encourages and acknowledges outstanding promise and contributions by junior faculty. Recipients of this award should have been faculty members at BYU for at least 3 years, but not more than 10 years, and in a rank of Assistant or Associate Professor (or the professional faculty equivalent). Preference will be given to nominees who have not yet received continuing faculty status.

This award is for a 3-year term and carries a $3,000 annual salary stipend and a $5,000 annual support award. It is not renewable.

Early Career Scholarship Award

Awarded by the university and recognized at the Annual University Conference.

This award encourages and acknowledges outstanding promise and contributions by junior faculty in scholarship. Recipients of this award should have been faculty members at BYU for at least 3 years, but not more than 10 years, and in a rank of Assistant or Associate Professor (or the professional faculty equivalent). Preference will be given to nominees who have received continuing faculty status.

This award is for a 3-year term and carries a $3,000 annual salary stipend and a $5,000 annual support award. It is not renewable.

Early Career Teaching Award

Awarded by the university and recognized at the Annual University Conference.

This award encourages and acknowledges outstanding promise and contributions in teaching by faculty at an early stage of their career. Recipients of this award should provide instruction that is rigorous and based on high expectations of their students. The learning activities and teaching strategies they employ should be successfully directed toward students’ comprehension, understanding, and reasoning. The award may be given to a faculty member who is doing innovative and effective instructional design work or who demonstrates successful integration of experiential learning into their teaching activities. Additionally, the recipients’ teaching should significantly influence and be significantly influenced by— their citizenship responsibilities and research or creative work. Recipients of this award should have been faculty members at BYU for at least 3 years, but not more than 10 years, and in a rank of Assistant or Associate Professor (or the professional faculty equivalent).

This award is for a 3-year term and carries a $3,000 annual salary stipend and a $5,000 annual support award. It is not renewable.

Alumni Professorship

Awarded by the university and recognized at the Annual University Conference.

This professorship was established to recognize exceptional teaching and service to students at Brigham Young University through outstanding mentoring, advising, and teaching; by developing new courses, programs, or philosophies; and by demonstrating a sustained, long-term commitment to these efforts. This professorship is given to a BYU faculty member who, through a career of exceptional teaching, mentoring, and advising of students, has helped fulfill the mission of BYU and has helped students enter to learn and be prepared to go forth and serve.

Nominations are first reviewed by the University Faculty Awards Committee, with selections being forwarded to the Managing Director of the Alumni Office for vetting prior to a final decision by the Academic Vice President’s Council.

To be eligible for this award, a faculty member must have continuing faculty status at BYU and hold the rank of Associate Professor or Professor (or the professional faculty equivalent).

The Alumni Professorship is awarded for a 3-year term and carries a $4,000 annual salary stipend and a $4,000 annual support award. It is not renewable.
**General Education Professorship**

*Awarded by the university and recognized at the Annual University Conference.*

This professorship—formerly the Karl G. Maeser General Education Professorship—was established to recognize exceptional service to General Education at Brigham Young University through outstanding teaching; development of new courses, programs or philosophies; and by a sustained, long-term commitment to these efforts. Appointments to these positions have been made to faculty with a deep love for the liberal arts and a willingness to commit significant time and energy to the teaching of General Education courses.

To be eligible for this award, candidates must be full-time faculty—professional or professorial—with continuing faculty status and at least 10 years of experience at BYU. Criteria for selection include a history of service to Undergraduate Education programs and evidence of a consistent pattern of high-quality teaching.

Following an initial review by the Associate Academic Vice President–Faculty Development, nominations will be sent to the Dean of Undergraduate Education, who will review all nominations and select and rank the top 3 nominees. Undergraduate Education will submit names and rankings for the top 3 nominees to the Associate Academic Vice President–Faculty Development by no later than April 5 for review by the University Faculty Awards Committee.

The General Education Professorship is awarded for a 3-year term and carries an annual salary stipend of $4,000 and $4,000 in annual research support funds. It is not renewable.

**Religious Education Transfer Professor Award**

*Awarded by the College of Religious Education and recognized at the Annual University Conference.*

This award recognizes excellence in teaching in Religious Education by a transfer professor, as supported by student and peer reviews of teaching. Such teaching enables students to learn through study and faith in a rich, outcome-based experience. Recipients of this award must have demonstrated excellence in teaching religion classes and shown evidence of exceptional service to students. They should have the recommendation and support of the Religious Education in-service team and the administrative council and should be regular and active participants in Religious Education in-service programs.

Nominees for this award must be full-time faculty members—professional or professorial—who have been at the university for at least 5 years and who have served as a transfer professor for a minimum of 2 years prior to nomination.

Nominations may be submitted to the Associate Academic Vice President–Faculty Development by representatives or committees from the nominee’s department or college, as well as by the Religious Education in-service team, and should provide evidence of the nominee’s qualifications based on the criteria defined above. **Nominations submitted by the Religious Education in-service team must also be signed by the nominee’s department chair and dean.**

After initial review by the Associate Academic Vice President–Faculty Development, nominations will be forwarded to the Dean of Religious Education for committee review. This committee will select and rank the top 3 nominees and submit these names and rankings to the Associate Academic Vice President–Faculty Development by no later than April 5 for review by the University Faculty Awards Committee.

The recipient of this award will receive a cash award of $4,000.

**The Phi Kappa Phi Faculty Award**

*Awarded by Phi Kappa Phi and recognized at the Annual University Conference.*

The Phi Kappa Phi award recognizes balanced contributions in which citizenship, teaching, and research/creative work are brought together to serve students and the university community. Recipients of this award should be of exemplary character, as evidenced in their dealings with students, faculty, staff, administrators, and others in the campus community. They should be excellent teachers, with significant research/creative work that strengthens their teaching and enlivens their interactions with students and others across campus. They should also display exemplary university citizenship, as discussed in the university Rank and Status Policy.

To be eligible for this award, candidates must be full-time faculty—professional or professorial—with continuing faculty status and at least 5 years of experience at BYU.

After initial review by the Associate Academic Vice President–Faculty Development, nominations will be forwarded to the Phi Kappa Phi Executive Board, who will evaluate all nominations and select and rank the top 3 nominees. The Phi Kappa Phi Executive Board will submit these names and rankings to the Associate Academic Vice President–Faculty Development by no later than April 5 for review by the University Faculty Awards Committee.

The recipient of this award will receive a cash award of $1,000.
Alcuin Fellowships
Awarded by Undergraduate Education and recognized at annual college meeting.

Each recipient of this three-year fellowship award will receive an annual salary stipend of $3,000, and their departments may request up to $4,000 annually to support the fellow's research and/or provide buy-out. The fellowships are awarded by Undergraduate Education and presented at their annual college meeting. Alcuin fellows are considered Honors Program faculty and have unique opportunities to learn from each other, socialize with top university instructors and participate in teaching development activities.

In partnership with another faculty fellow, recipients are expected to develop and then teach an Unexpected Connections course (3.0 credits) at least once each year during the three-year term as a fellow. These courses comprise the core of the Honors Program curriculum and are required of all Honors students. In addition, these courses meet two GE requirements, are intended to be highly interdisciplinary, and are designed by the faculty pair around the intersection of their two disciplines. The Honors Program will also invite Alcuin Fellows to participate in Program events, mentor Honors’ students, and facilitate interdisciplinary research.

The Fellowship, created in 1986, is named after Alcuin of York (c. 730- 802), a leading figure of the Renaissance who brought about far-reaching educational renewal. The fellowship recognizes proven excellence in teaching, willingness to pursue interdisciplinary education, and potential to create exceptional educational experiences. Candidates may use their experiences in the Honors Program to be instructional leaders in their departments.

Eligibility: Candidates must be full-time professorial faculty. Continuing faculty status is highly recommended, and they must have at least five years’ experience at BYU.

Application/Nomination Packet
Candidates may apply or be nominated. Candidates may apply individually or as a teaching partnership. The application/nomination packet should contain the following:
1. Candidate name, academic rank and years of faculty service at BYU.
2. Department and college
3. Discussion of evidence showing excellence in teaching, willingness to pursue interdisciplinary education and potential to create exceptional educational experiences. The discussion should include examples such as courses developed and taught, relevant research, and other activities that have prepared them for this opportunity.
4. An abbreviated curriculum vitae and summary of teaching evaluations as outlined in point four of the nomination packet instructions on page 3 above.
5. Department chair or award committee letter that addresses candidate’s strengths in teaching, ability to collaborate with other faculty and potential to use their experiences to be leaders in their departments. Include justification for buy-out and/or research support funds if such funds are requested.
6. Endorsements from the Dean and Chair accepting the obligation associated with this fellowship.

Applications/Nomination materials for this award should be submitted to:
Dean Susan Rugh, Undergraduate Education
350A MSRB

Application deadline is February 15
Award Nomination Packet Checklist

Complete packet, not including student comments, may not exceed 20 pages. Shorter is better.

☐ Nomination Memo
- Prepared by colleague (or department chair)
- Summarizes nominee’s work and qualifications for award
  - Provides evaluative assessment of performance in all areas of faculty responsibility
  - Puts accomplishments in perspective of the department rank and status expectations:
    - Brief statement of teaching/research/citizenship load assigned to nominee
    - Brief explanation of scholarly and/or creative work expectations and norms in department and discipline and how the nominee’s scholarly productivity compares to these standards. Provide enough context that reviewers from across campus can understand and evaluate the nominee’s worthiness for special recognition.
    - Brief summary of mentoring/experiential learning activities

☐ Department Chair’s Memo
*If the department chair provides the nomination memo, this item is not included.
- 1–2 pages

☐ Dean’s Memo
- 1–2 pages

☐ Abbreviated Curriculum Vitae
- 5-page maximum length
- Emphasizing items most relevant to the award nomination

☐ Student Ratings Summary
- A chart showing all student ratings for all courses taught for the previous five years.
- All student comments for the last 6 classes taught (placed at the end of the file, not included in page limit).