



# COLLEGE OF NATURAL SCIENCE

## **NatSci Outstanding Faculty Award (University Beal Award) Instructions**

Please submit a single pdf with the following items, in the order listed below to [natsci.dean@msu.edu](mailto:natsci.dean@msu.edu).

### **1. Completed nomination form**

### **2. Nominator Statement (Letter).** (No more than two pages preferred. NOT to exceed five pages.)

- Keep in mind that faculty outside of your area may not be familiar with the procedural dimension of research or creative activities in your area, so please provide ample disciplinary context.
  - Exceptional research and creative activities.
  - Exceptional instructional performance in a variety of settings.
  - Exceptional service achievement in local, national, or international settings and recognition thereof.
- And, while not as important as the three criteria above, evidence of other contributions to MSU, such as, in academic governance and administration.

### **3. Nominee's Profile/Sketch** (not to exceed 1-2 pages)

- To acquaint committee members with nominee's academics background, areas of interest and accomplishments.

### **4. Applicable ONLY** If candidate is nominated directly by a recipient of the DFA (1988-2013) or the BOFA (2014-2022).

- Nominator must indicate this in Section I, Nomination Form, Part B, Nomination. Commentary provided by the nominee's Chairperson/Director and/or Dean is to be limited to one page each. The nominator is responsible for obtaining the appropriate signatures (Nomination Form, Part C (above page) and presenting the nominee's Chairperson/Director and Dean the option of providing commentary)

Due to NatSci Dean ([natsci.dean@msu.edu](mailto:natsci.dean@msu.edu)) by April 1

5. **Referee's Qualifications** (A brief 3-4 sentence) paragraph describing each referee's qualifications and providing other relevant background information.
6. **Letters of Support** (no more than five) Only the first five letters are considered. Suggestions for requesting supporting letters page 7.
  - Letters written by faculty, students, staff, or individuals outside the University are accepted and should describe how nominee's specific contributions relate to the purpose of the award. Letters from external evaluations are very desirable. Letters should focus on the nature and significance of nominee's contributions to his/her field. Letters and testimonials should compare and rank a candidate within his/her relevant local, national, and international peer groups. A simple listing of accomplishments are not given significant weight by the committee. Letters should not be repetitive. Please request that the letters be concise.
7. **Current Curriculum Vitae (CV) No more than 15 pages**
  - The CV is to be selective and no more than 15 pages, including – but not necessarily limited to – evidence of research and creative activities.
  - The selective CV (no more than 15 pages) must include the following:
    - Separate and label or indicate by asterisk (“\*”) Peer-reviewed or Refereed items (include articles, reviews, reports, meetings, etc. and other evidence of merit).
    - List authors the way they appear. For multiple authors, indicate how the primary/lead author is identified or that all authors have made an approximately equal contribution.
    - Fellowships, grants, and contracts.
      - Include stipend or dollar amounts.
      - Indicate nominee's degree of responsibility (that is, PI,CO-PI, etc.) in the acquisition.
    - Awards given by professional associations, societies, or other relevant organizations (provide name of the associates, etc.)
    - Officers/Memberships on national and international committees, associations, and boards.
    - Editorships of professional journals

- Evidence of the impact of the nominee's scholarship, for example, Web of Science and Scopus are databases employed to calculate number of citations made to and author's work. Include, for example, citation data/journal impact/Hirsch index (h-index). If citation data is not available for the nominee's scholarship, then include a separate sheet explaining the impact of nominee's scholarship; limit 1-2 pages.
- 8. One-Page Summary of the Nominee's Teaching and Advising Responsibilities.**
- Show size, type of courses (e.g., graduate, undergraduate, majors, non-majors), and annual course load. Provide information on other activities including non-credit instruction which involves international, comparative, or global content delivered to domestic or international groups, here or abroad. Also, provide information on advising responsibilities, including undergraduate and graduate advising and supervision of graduate research, and, for example, recruitment activities, international student advising, evidence of peer recognition, and evidence of student recognition. Provide the number of Ph.D. and Master's theses supervised and an illustrative list of students careers.
- 9. Teaching Table to Provide Detailed Information on courses, and student evaluation of teaching effectiveness in the summarized form.**
- Complete the Teaching Table for the last eight classes taught. When teaching appointment is indicated on the nomination form, teaching effectiveness must be provided.
  - Student Instructional Rating System (SIRS) Composite Profile Factors. The five composite profile factors are on Scoring Office summary reports; the composite profile factors are on the Teaching Table (SIRS).
  - Student Perception of Learning Survey. The six composite profile factors are found in the Teaching Table (SPLS) and should match reports to instructors, department chairs, and deans

- When Unit-Specific Student Evaluation of Teaching are used rather than SIRS or SPLS, fill in the table as completely as possible for classes taught. You may modify the table according to the categories your unit uses for evaluation of teaching. An example of a unit-specific student evaluation instrument, Summary Statistics of Student Responses (College of Human Medicine).
- Evaluations from training or educational workshops may be provided in summarized form in this section. Teaching in nontraditional settings should be explained in this section. Is teaching in the nontraditional setting evaluated? Is there a means to summarize student/participant evaluation of the course? If so, please provide in this section.
- Even if you cannot provide student evaluation of the teaching by employing or modifying the table, you must provide student evaluation of teaching in summary form. Do this on a separate sheet (limited to one page) to complete the requirement for section 8 (list classes on the table and provide details indicated and note that a teaching evaluation summary is attached). There must be evidence of teaching effectiveness when nominee's appointment includes teaching, and that evidence must be summarized form.

**10. Draft Citation** Please enclose a draft citation of 350 words to appear in the awards brochure if the nominee is selected for the award. List nominee's name as they wish it to appear in the booklet. List joint appointments, with the primary appointment listed first. See outline below

## CITATIONS OUTLINE TIPS FOR WRITING DRAFT CITATIONS

(Use this outline as applicable to the award)

### IMPORTANT:

**Please print name as it should appear on the award certificate and in the awards brochure.**

The citation will be printed in the program booklet. The citation should be an accurate statement of the person's achievements, but it should also be:

**Distinctive.** The citations should reflect an honoree's distinction; a relevant tidbit about the person (as opposed to the person's achievements) is helpful—e.g., "A scientist who is also broadly versed in music, literature, and the fine arts, Dr. X."

**Creative.** Search for unusual and descriptive adjectives, varying cadences and turns of phrase.

### **Easily understood by a lay audience.**

A quotation from a student (or a colleague) from the material submitted adds human interest to the citation. Such quotations should be specific rather than general. Rather than, for example, "She was the best teacher I've ever had," use "One of the most important things Dr. X communicates is his conviction that thinking and teaching can be the heart of an honorable way of life." Don't overlook humorous quotations.

Although following this outline slavishly is not necessary (especially if you are feeling particularly creative), the citations usually take the form below. Keep in mind that each item can only be several sentences long at most.

1. Statements of the person's area of expertise and overall significance of the person's contributions/achievements to the world/the university, especially across disciplines. How far does their influence reach? State? National? International? Public/private sector? What constituent groups?
2. Specific ways in which their excellence in teaching has been evidenced. Undergraduate, graduate, or both. Extension. Advancing diversity. Textbooks and curriculum development. Student advising and mentorships. Where do students go after MSU? Support of funding for equipment or scholarships.

3. Specific evidence of scholarship and research. Avoid citing numbers of things unless they are really phenomenal. Instead, cite capstone examples. Use layperson's terms where possible and cite the usefulness or results of the person's work in their largest context. Grants, professional societies, and awards are appropriate here, but only the most significant.

4. Other—Professional affiliations, consulting, outreach, and engagement/service. MSU committee service. Again, use only the most significant examples.

5. Summary sentence of the person's worthiness for the award.

## **Suggestions for requesting supporting letters.**

### To the Nominators:

Nominating letters should humanize the nominee, "tell a story" about why they are exceptional. In cases where one must make rather subjective decisions, a well-written statement of what the individual has done that is noteworthy, and concrete, quantitative evidence of how the nominee's work benefited their students and the institution, and broader community are critical. For university awards it is especially important to provide a description of their accomplishment that can be easily understood by a review committee of mostly non-scientists .

### Template for letter request:

Dear XX:

XXX is nominated for the MSU XX Award, and I am writing to ask you to join me in the nomination by providing a letter of support. In order to meet the nomination deadline, receipt of your letter by August 31, XXXX would be greatly appreciated. The letter should be addressed to: The All-University Awards Committee.

Below are a couple of key items to consider when writing the letter:

- Letters should be written to connect with award committee members, most of whom are naïve of specific fields. It would be helpful to give a brief explanation of technical terms used in your letter and/or the significance and impact of the specific achievements by the nominee within the discipline.
- The most effective letters will also highlight the impact of the nominee's career on the lives of individuals or groups at local and/or national/international levels. How has the nominee's career affected the community at large/the world?

Please let me know in the next week if you are able to provide a letter.

Thank you,  
XXXX