



# COLLEGE OF NATURAL SCIENCE

## NatSci Outstanding Faculty Award Nomination Form University Beal Award

Please **COMPLETE AND INCLUDE THE DATA FORM** (two pages) as a cover sheet to the candidate's nomination materials.

### Part A: Nominee

Name:

Academic Rank:

Title (if applicable):

Department(s)/College(s):

MSU Appointment Date:

Considering Nominee's most recent faculty tenure at MSU, indicate nominee's percentage effort devoted to:

Teaching/Instruction	%
Research & Creative Activities	%
Service	%
Public Service/Outreach	%
Administration	% (should total 100%)

If Percentage estimates of effort have varied substantially, please explain:

Office Address:

Office Phone:

Email:

Is Nominee aware they are nominated?      Yes                      No

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

## Part B: NOMINATOR

Name:

Is nominator a past recipient of the Distinguished Faculty Award (1988-2013) or the William J. Beal Outstanding Faculty Award (2014-2021) nominating directly to the All-University Awards Committee?

**Yes**

**No**

- If YES, then Part C (below) must be completed and the Chairperson/Director and the Dean must sign below and be provided with the option to provide commentary; place Chairperson/Director and/or Dean commentary.
- If NO, do NOT complete Part C (below) and NO Chairperson/Director and Dean commentary should be provide

Academic Rank/Title:

Department:

College:

Office Address:

Email:

Phone:

## PART C:

**Complete ONLY IF nominator is a past recipient** of the Distinguished Faculty Award (1988-2013) or the William J. Beal Outstanding Faculty Award (2014-2023) **and nominating directly** to the All- University Awards Committee.

**If nominating directly**, nominator **MUST** obtain signatures of the Chairperson/Director and the Dean, and also provide each with the option of providing commentary. All **OTHERS DO NOT** complete Part C and do not request Chairperson/Director and/or Dean commentary

Department/School:

Chairperson/Director Name:

Signature:

Dean Name:

Signature

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

**To complete the nomination form, you will need the following information:**

Nominee:

- Name
- Academic Rank
- Title (if applicable)
- Department(s)/College(s)
- MSU Appointment Date
- Effort percentages (should total 100%):
  - Teaching/Instruction
  - Research & Creative Activities
  - Service
  - Public Service/Outreach
  - Administration
- Office Address
- Office Phone
- Email
- Is Nominee aware of nomination?

Nominator:

- Is nominator a past recipient of the Distinguished Faculty Award or William J. Beal Outstanding Faculty Award AND nominating *directly* to the All-University Awards Committee?

**PART C:**

**All-University Awards ONLY:** Only past-DFA (1988- 2013) or past-BOFA (2014-2023) who are nominating DIRECTLY to the committee must complete Part C and include Chairperson/Director and/or Dean commentary (when provided) .

- Chairperson/Director and/or Dean commentary is to be limited to one page. If candidate is jointly appointed, both lead Dean and Chairperson/Director and other Dean and Chairperson/Director may provide commentary.
- If nominating directly, nominator MUST obtain signatures of the Chairperson/Director and the Dean.
- This commentary will not count against the required number of letters of support.
- Place Dean and/or Chairperson/Director commentary after Nominee Profile/Sketch of the nominee's dossier.

## **BEAL Outstanding Faculty Award (OFA) Criteria Details**

Outstanding Faculty Awards are made each year to tenure system faculty for outstanding total service to the University. The nominations are based on teaching/**mentoring**; advising; research; publications; committee work; public **and professional** service including extension, **outreach**, continuing education and work with government agencies; or a combination of activities. Administrative excellence and length of service may not be used as the sole criteria for nomination. Nominees usually have at least five years of service at Michigan State University, **though accomplishments across the nominee's career will be considered.**

### NOMINATOR STATEMENT (Letter)

No more than two pages preferred. NOT to exceed five pages.

The statement must address the criteria:

### RESEARCH AND CREATIVE ACTIVITIES (See University Award Criteria for Librarians)

- Evidence of exceptional research and creative activities in traditional, nontraditional, or emerging areas
- Across disciplines and areas
- Dimensions:
  - Discovery of new knowledge, including creative activities, originality of approach
  - Development of innovative problem-solving strategies or methodologies
  - Application and dissemination of knowledge, including extension activities
  - Patient care activities in support of research and creative activities
  - Research and Creative activities in outreach, professional/clinical, extension, international, or urban arenas

Excellence may be demonstrated in many ways:

- Publications
- Presentations
- Poster sessions
- Websites
- Performances and exhibits
- Scores, showings, recordings, and curatorial activities
- Citations of one's work by others

Evaluations by peers and affected groups including comments by

- Outside evaluators
- Journal editors, referees, etc.
- Grants received in support of research
- Research Awards
- Other forms of professional/alumni recognition

#### INSTRUCTIONAL PERFORMANCE

- Evidence of exceptional instructional performance in a variety of settings
- Dimensions addressed may include (but are not limited to):
  - On- and Off-campus credit instruction
  - Course and curriculum development
  - Experimental curricula
  - Development of instructional materials such as textbooks or software
  - Technology enhanced instruction
  - Non-Credit instructional activities including the development of:
    - Certificate programs
    - Community programs
    - Extension programming, etc.
  - International instruction such as:
    - Instruction abroad
    - Comparative/international courses on campus, etc.
  - Patient care activities in support of instruction
  - Academic advising
  - Instructional activities in professional/clinical, extension, international, or urban arenas

#### SERVICE

- Evidence of exceptional service in local, national, or international settings that builds upon the faculty member's professional and scholarly expertise, involving external activities such as:
  - Consultation and technical assistance
  - Policy Analysis
  - Program Evaluation
  - Grant reviews
  - Public information

#### OTHER

- While not as important as the three criteria above, evidence of other contributions to Michigan State University such as Academic Administration and Governance should be included and will be considered by the All-University Awards Committee.

The All-University Awards Committee will pay particular attention to evidence of distinction in the discovery, dissemination, and application of knowledge as reflected in the nominee's reputation and standing within the appropriate external peer group of the relevant field(s) of endeavor, as well as to national and international prominence.

### BEAL Nomination Form Checklist

- Data Form
- Nominator Statement (2 preferred - Not to exceed-5 pages)
- Nominee Profile/Sketch (1-2 pages)
- Chairperson/Dean Commentary & Signature on form (direct nominations of past recipients *only*)
- Referee's Qualifications
- Supporting Letters (no more than 5)
- Curriculum Vitae (no more than 15 pages)
- Summary of Teaching and Advising (1 page)
- SIRS/SPLS Information (Teaching Table included in this packet)  
Does not need to be included if the faculty focus is mentoring
- Nominee's Draft Citation (350 words or less)  
List nominee's name as they wish it to appear in the booklet. List joint appointments, with the primary appointment listed first.





## **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

## **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.