MEMORANDUM

TO: Deans, Directors and Chairpersons
Chairperson, Non-college Faculty Advisory Council
Distinguished Faculty Award Recipients 1988-2013
William J. Beal Outstanding Faculty Award Recipients 2014-2015

FROM: Theodore H. Curry II, Associate Provost
and Associate Vice President for Academic Human Resources

SUBJECT: William J. Beal Outstanding Faculty Award 2015-2016

The All-University Awards Committee, appointed by the President, confers up to ten awards with a stipend of $3,000 to faculty for outstanding total service. The recipients of the William J. Beal Outstanding Faculty Award (BOFA) will be recognized at the annual Awards Convocation. The ceremony is Tuesday, February 9, 2016, 3:30-4:30 p.m., Pasant Theatre, Wharton Center. The ceremony includes the President’s State of the University remarks. A reception will follow the ceremony.

Selection criteria are specified below. Colleges are encouraged to submit the maximum number of nominations. Maximums are based on the number of tenure system faculty and continuing appointment system librarians assigned to units as of March 2015. Please see page below titled “Maximum Number of Nominations” for your college/mau maximum number of nominations. An MSU faculty member (i.e., tenure system faculty, continuing appointment system librarian, individual holding health programs (HP) appointment, NSCL faculty, and MSU College of Law tenure system faculty) who meets the eligibility criteria for the William J. Beal Outstanding Faculty Award may be nominated; this excludes previous recipients of this award or the Distinguished Faculty Award (DFA). The title of University Distinguished Professor is highly honorific and the ultimate recognition at MSU; those who hold the title of University Distinguished Professor are not eligible for the Beal Outstanding Faculty Award.

Units should involve an advisory (or awards) committee and students in the selection process. Women and minorities should be included on nomination and selection committees and efforts to submit a diverse set of nominees should be encouraged and supported.

In addition to collegiate nominations, current faculty who are past-DFA (1988-2013) and past-BOFA recipients (2014-2015) may make one nomination directly to the All-University Awards Committee. Eligible past recipients of the DFA (1988-2013) and the BOFA (2014-2015) nominating directly to the committee MUST provide the nominee’s department/school and the college the opportunity to comment; this is in addition to the regular support materials. Please see instructions below for Section IV. Chairperson/director and dean comments are to be limited to one page and are to be provided ONLY IF the nominator is nominating directly to the
All-University Awards Committee as a past-DFA (1988-2013) or past-BOFA (2014-2015). The appropriate signatures must be obtained (see below Section I, DATA FORM, PART C).

A nominee not selected for the award may be resubmitted in a subsequent award cycle; nominee must be submitted through the college screening committee and will be included in the college’s maximum allowable number of nominations (see page below titled “Maximum Number of Nominations”). Nomination materials must be updated.

A nominee nominated by a past recipient of the DFA (1988-2013) or the BOFA (2014-2015) may be resubmitted directly to the All-University Awards Committee in the next award cycle. Nomination materials must be updated and chairperson/director and dean must be offered the opportunity to provide commentary or endorsement.

Nominators may contact me at 3-5300 or thcurry@msu.edu for the committee’s feedback if the nominee is not selected for the award. This feedback is important when resubmitting a nominee’s dossier.

Also, you may review model nomination materials which are based on supporting documents submitted on behalf of past recipients; please contact Betsy White at whitebe@msu.edu or 3-9900 for access to the documents.

Nomination forms and instructions are attached. See the attached for details about the selection criteria and required materials. Confirm college deadlines prior to gathering and preparing nominee support materials. Colleges and eligible past recipients of the DFA (1988-2013) and BOFA (2014-2015) should forward nominations to the All-University Awards Committee, Provost Office, Hannah Administration Building, Room 442, by Thursday, October 8. NOMINEE DOSSIERS SUBMITTED WITHOUT ALL OF THE REQUIRED MATERIALS WILL BE RETURNED. THERE WILL BE NO EXCEPTIONS.

Colleges should establish nomination and review procedures now and issue an announcement calling for nominations immediately.

Please do not hesitate to contact me at 3-5300 or thcurry@msu.edu or Ms. White at whitebe@msu.edu or 3-9900 with questions.

This memorandum and attachments are at http://www.ahr.msu.edu/all-university-awards.

THC/bew

Attachments
William J. Beal Outstanding Faculty Awards
from the “Faculty Handbook”

William J. Beal Outstanding Faculty Awards (formerly the Distinguished Faculty Awards) are made each year to members of the regular faculty, i.e. tenure system faculty and librarians in the continuing appointment system, for outstanding total service to the University. MSU College of Law tenure system faculty, NSCL faculty and Health Programs (HP) faculty are also eligible for nomination. Each college making nominations for the award has its own detailed criteria and methods for nomination. The nominations are based on teaching; advising; research; publications; art exhibitions; concert performances; committee work; public service including extension, continuing education and work with government agencies; or a combination of these activities. Administrative excellence and length of service may not be used as the sole criteria for nomination. However, nominees usually have at least five years of service at Michigan State University.

Final selection of William J. Beal Outstanding Faculty Award winners will be made by an All-University Awards Committee appointed by the President. The Awards Committee each year will define and publish selection criteria and solicit nominations. Each nominating unit having 200 or more faculty members may nominate four candidates each year. Each nominating unit having 100-199 faculty members may nominate three candidates each year. Each nominating unit having fewer than 100 members may nominate two candidates each year. In addition to the collegiate nominations, a current Michigan State University faculty member who received the Distinguished Faculty Award (1988-2013) or William J. Beal Outstanding Faculty Award (2014 and thereafter) may make one nomination annually directly to the Awards Committee. The departments, schools and colleges in which such nominees are appointed have the opportunity to make comments—in addition to the regular supporting materials—on such candidates, if they choose. After nomination for the award by the nominating units, or previous award recipient, screening will be carried out at the direction of the Awards Committee, through subcommittees or other means which they judge appropriate. The All-University Awards Committee will consider the mix of candidates’ assigned duties over time in making its evaluation. No more than ten William J. Beal Outstanding Faculty Awards shall be made each year.
MAXIMUM NUMBER OF NOMINATIONS

WILLIAM J. BEAL OUTSTANDING FACULTY AWARDS 2015-2016

Up to Four Nominations: (Units with 200 or more tenure system faculty)

College of Agriculture and Natural Resources
College of Natural Science
College of Social Science

Up to Three Nominations: (Units with 100 to 199 tenure system faculty/affiliate faculty)

College of Arts and Letters
Eli Broad College of Business
College of Education
College of Engineering
College of Law

Up to Two Nominations: (Units with fewer than 100 tenure system/librarians/Health Programs (HP) faculty/NSCL faculty)

Residential College in the Arts and Humanities
College of Communication Arts and Sciences
College of Human Medicine
James Madison College
Libraries
Lyman Briggs College
College of Music
Non-College Faculty
National Superconducting Cyclotron Laboratory
College of Nursing
College of Osteopathic Medicine
College of Veterinary Medicine

This schedule is reviewed annually to make adjustments.
William J. Beal Outstanding Faculty Award 2015-2016

Up to ten faculty will receive the William J. Beal Outstanding Faculty Award (BOFA) for excellent total contribution to the University. The award stipend is $3,000.¹

Faculty, staff, and students are encouraged to submit nominations. Nominations are based on a comprehensive and sustained record of excellence in research and/or creative activities, instruction and service—a combination of these activities. Nominees should have held an MSU appointment for at least five years. It is expected that a majority of the record of excellence is accomplished as an MSU faculty member. These awards go to individuals who have made distinguished and widely recognized contributions to their fields, who have made significant contributions to MSU and its programs (see criteria below), and who represent the character and qualities of excellence valued at Michigan State University. The University's commitment to diversity and inclusion should be considered when nominating candidates.

Submit completed data form, nominator statement/letter and materials of support to the college screening committee by its required deadline. Begin your nomination process well in advance to allow for the collection of letters of support (including external letters, which are very important). Colleges or eligible past recipients of the DFA (1988-2013)/BOFA (2014-15), please forward nominee dossiers to the All-University Awards Committee, Provost Office, 442 Administration Building, by Thursday, October 8. Any Nominee Dossier submitted without all of the required materials will be returned. There will be no exceptions.

In evaluating a nominee’s qualifications and total contributions to the University, the All-University Awards Committee makes their selections based on the following criteria:

1. The following principal CRITERIA,² not listed in priority order, are to be used. Keep in mind that committee members may NOT be familiar with the scholarly and procedural dimensions of your discipline and/or department.

   A. Evidence of exceptional RESEARCH AND CREATIVE ACTIVITIES in traditional, nontraditional, or emerging areas. The nature of scholarship and creative activity varies across disciplines and areas. Dimensions addressed may include (but are not limited to): discovery of new knowledge, including creative activities, and 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; and research and creative activities in outreach, professional/clinical, extension, international, or urban arenas. When addressing this criterion, please consider that excellence is demonstrated in many ways, e.g., publications, presentations, poster sessions, websites, etc.; 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; and research awards or other forms of professional/alumni recognition.

   B. 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; and instructional activities in professional/clinical, extension, international, or urban arenas.

C. 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, and public information.

D. While not as important as the three criteria above, evidence of other contributions to Michigan State University, such as in academic administration and governance, should be included and will be considered by the All-University Awards Committee.

2. 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.
William J. Beal Outstanding Faculty Award Criteria for Librarians

Librarians acquire, organize, preserve and provide access to information. They partner in the educational mission to support and develop information literate critical thinkers who can discover, access and use information effectively for academic success, research, and lifelong learning. Excellence is evident from the quality of service resulting from the librarian’s expertise, including technical, behind-the-scenes service in organizing, describing, and preserving information; and from public service provided through reference service, class instruction, collection building, faculty liaison, and developing and utilizing technology to provide access to services and information. Nominations are based on a comprehensive and sustained record of excellence in scholarly and/or creative activities, librarian specialization, and service and/or professional activities—normally, a combination of these activities. These awards traditionally have gone to librarians who have made distinguished and widely recognized contributions to librarianship and/or their area of specialization, who have made significant contributions to MSU and its programs (see criteria detailed below), and who represent the character and qualities of excellence valued at Michigan State University. The University’s commitment to diversity and inclusion is to be considered when nominating candidates.

In evaluating librarians’ qualifications and total contributions to the University, the All-University Awards Committee considers the following criteria:

1. The following principal CRITERIA, which are not listed in priority order, will be used.

   A. Evidence of exceptional SCHOLARLY AND/OR CREATIVE ACTIVITIES in traditional, nontraditional, or emerging areas. Excellence can be demonstrated in many ways, e.g., publications, presentations, book reviews, poster sessions, websites, etc.; conference papers, lectures, seminars, etc.; exhibits; fellowships, awards, prizes, etc.; grant proposals; attainment of or progress toward additional degrees; appropriate non-degree course work and/or continuing education activities; serving as a consultant or academic advisor; serving as an editor, abstractor, indexer, translator, etc.; instruction/teaching; evaluations by peers and affected groups including comments by outside evaluators, journal editors, referees, etc.; other pursuits that lead to and/or demonstrate advanced or applied knowledge of a scholarly or creative nature in the library or library-related field, or in other subject areas.

   B. Evidence of exceptional LIBRARIAN SPECIALIZATION in a variety of settings. Dimensions to be addressed may include (but are not limited to): building collections and providing faculty liaison to support the research and teaching missions of the University; acquiring and providing necessary bibliographic access to materials selected for the collections; preserving those collections for future generations; disseminating information to faculty, students, and the broader public; instructing users at all levels to be independent and skilled library users; one-to-one interactions with faculty, students, and the general public; class tours and lectures; group seminars; web applications and other specialized programs developed to disseminate information and to teach library skills; and leadership in developing and utilizing new technology, both in the behind-the-scenes operations, as well as at the reference desk and in classrooms.

   C. Evidence of exceptional SERVICE AND/OR PROFESSIONAL ACTIVITIES in local, regional, national, or international settings that builds upon the librarian’s professional expertise, involving external activities such as leadership within the library profession and/or within the field of specialization; service on university and Libraries committees and councils; and leadership within the university or local community.

   D. While not as important as the three criteria above, evidence of other contributions to Michigan State University, such as in academic administration and governance, should be included and will be considered by the All-University Awards Committee.

2. The All-University Awards Committee will pay particular attention to evidence of distinction as reflected in the nominee’s reputation and standing within the appropriate external peer group of librarianship and/or area of specialization, as well as to national and international prominence. Librarians contribute to the tripartite mission of the University in many ways. Distinguished librarians are an integral part of the teaching, research, and public service mission of the University, and have made significant contributions to the profession, achieving a national and/or international reputation for such contributions.
 SECTION I.  DATA FORM.

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

I.  DATA FORM

PART A:  NOMINEE

Name:

Academic Rank:

Title (if applicable):

Department(s)/College(s):

MSU Appointment Date:

For nominee’s current faculty appointment at MSU, indicate nominee’s percentage effort devoted to: 

- Teaching/Instruction %
- Research & Creative Activities %
- Outreach/Engagement %
- Administration % (should total 100%)

If percentage estimates of effort have changed significantly, please explain:

Office Address:

Office Phone:

Email:

Is Nominee aware s/he is nominated?  Yes  No
PART B: NOMINATOR

Name:

Is nominator a past recipient of the Distinguished Faculty Award (1988-2013) or the William J. Beal Outstanding Faculty Award (2014-2015) nominating directly to the All-University Awards Committee? 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 in Section IV. If No, do NOT complete Part C (below) and no Chairperson/Director and Dean commentary is required in Section IV.

Yes  No

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 (2014-2015) and nominating directly to the All-University Awards Committee.

If nominating directly, nominator MUST obtain signatures of the Chairperson/Director and the Dean, and MUST provide each with the option to provide commentary.

Chairperson/Director and/or Dean commentary should 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. This commentary will not count against the required number of letters of support. Place Dean and/or Chairperson/Director commentary in Section IV (below). Only past-DFA (1988-2013) or past-BOFA (2014-2015) who are nominating DIRECTLY to the committee must complete Part C and include Chairperson/Director and/or Dean commentary (when provided) in Section IV. All OTHERS DO NOT complete Part C and do not request Chairperson/Director and/or Dean commentary for Section IV.

Department/School:

Chairperson/Director Name:

Signature:

College:

Dean Name:

Signature:
II. NOMINATOR STATEMENT (LETTER). (No more than two pages preferred. NOT to exceed five pages.) The statement must address the criteria (above and see separate page for librarians titled “William J. Beal Outstanding Faculty Award Criteria for Librarians”) and summarize information in the supporting documents. Nominator statements should not consist of simply cutting and pasting statements from referee letters. Provide a concise description of the qualifications of the nominator and association with nominee. The nominator may be the nominee’s Chairperson.

III. NOMINEE’S PROFILE/SKETCH to familiarize committee members with the nominee’s academic background, areas of interest and accomplishments. You may use those provided at department websites. Not to exceed 1-2 pages.

IV. Applicable ONLY IF candidate is nominated directly to the All-University Awards Committee by a recipient of the DFA (1988-2013) or the BOFA (2014-2015). Nominator must indicate this in SECTION I, DATA FORM, PART B, NOMINATOR (above). Commentary provided by the nominee’s Chairperson or Director and/or Dean is to be limited to one page each. The nominator is responsible for presenting the nominee’s Chairperson/Director and Dean the option of providing commentary and obtaining the appropriate signatures (SECTION I, DATA FORM, PART C (above)).

V. REFEREE’S QUALIFICATIONS. A brief (3 or 4 sentence) paragraph describing each referee’s qualifications and providing other relevant background information.

VI. LETTERS OF SUPPORT (no more than five). Only the first five letters are considered (additional letters are returned). 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 evaluators 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 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 LETTERS BE CONCISE.

VII. CURRENT CURRICULUM VITAE (CV). The CV is to be SELECTIVE AND NO MORE THAN 15 PAGES, including—but not necessarily limited to—evidence of research and creative activities. For a nominee who does not serve in a conventional faculty role—for example, Librarians, please see the page above titled William J. Beal Outstanding Faculty Award Criteria for Librarians—include applicable materials such as professional articles.

The selective CV (no more than 15 pages) must include the following:

- Separate (and label) or indicate by asterisk (“*”) PEER-REVIEWS 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 in the acquisition.
- Awards given by professional associations, societies, or other relevant organizations (provide NAME of the association, 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 an author’s work. Include, for example, citation data/journal impact factor/*Hirsch* index (*h*-index). Or include separate sheet explaining the impact of nominee’s scholarship; limit to 1-2 pages.

**VIII. ONE-PAGE SUMMARY OF THE NOMINEE’S TEACHING AND ADVISING RESPONSIBILITIES** (see illustration below). 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.

**IX. TABLE TO PROVIDE DETAILED INFORMATION ON COURSES, AND STUDENT EVALUATION OF TEACHING EFFECTIVENESS IN SUMMARIZED FORM.** Complete table below for the last eight classes taught. When teaching appointment is indicated on the DATA 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 table below.
- **Student Opinion of Courses and Teaching (SOCT).** The SOCT is comprised of a small set of (six) questions for all undergraduate courses (except those taught by Teaching Assistants). Modify the table to accommodate the six questions.
- When **Unit-Specific Student Evaluation of Teaching** are used rather than SIRS or SOCT, fill in the table as completely as possible for classes taught. You may modify the table according to the categories your unit uses in its teaching evaluations. 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? Summarize student/participant evaluation of the course and provide in this section.
- Even if you cannot provide student evaluation of teaching by employing or modifying the table, you must provide student evaluation of teaching in summary form. Do this on a separate sheet (limit to one page) to complete the requirement for SECTION IX (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 in summarized form.

**X. DRAFT CITATION** (for Awards Convocation booklet). 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 s/he wishes it to appear in the booklet. List joint appointments, with the primary appointment listed first. (See below for outline and samples.)
ILLUSTRATIVE TABLE OF CONTENTS

I. Completed DATA FORM (above).
   A. Nominee data. Whenever a percentage effort is indicated as more than zero, evidence of excellence in that effort must be provided.
   B. Nominator data. Indicate whether nominator is a past recipient of the DFA (1988-2013) or BOFA (2014-2015) nominating directly to the All-University Awards Committee.
   C. To be completed ONLY IF nominator is an eligible past recipient of the DFA (1988-2013) or BOFA (2014-2015) nominating directly to the All-University Awards Committee. Nominee’s Chairperson and Dean must sign form and must be offered the opportunity to provide commentary.

II. Nominator’s written statement addressing criteria (criteria (above) and page above titled William J. Beal Outstanding Faculty Award Criteria for Librarians). Two pages preferred (not to exceed five pages). Nominator’s, do not simply cut and paste from the SECTION VI support letters. Keep in mind that faculty outside of your area may not be familiar with the procedural dimensions of research or creative activities in your area.
   A. Exceptional research and creative activities;
   B. Exceptional instructional performance in a variety of settings;
   C. Exceptional service achievement in local, national, or international settings and recognition thereof;
   D. And, while not as important as the three criteria above, evidence of other contributions to MSU, such as, in academic governance and administration.

III. Nominee’s profile/sketch to acquaint committee members with nominee’s academic background, areas of interest and accomplishments. Not to exceed 1-2 pages.

IV. This section applies ONLY to candidates nominated directly to the All-University Awards Committee by an eligible past recipient of the DFA(1988-2013) or BOFA (2014-2015). Signatures of nominee’s Chairperson/Director and Dean must be obtained (see SECTION I, DATA FORM, PART C (above)). Also, nominee’s Chairperson/Director and Dean must be offered the option to provide commentary; one page limit for each Chairperson/Director and Dean commentary. Place Chairperson/Director and Dean commentary in this section.

V. Brief paragraph describing each referee’s qualifications. Provide any background information that is relevant.

VI. No more than five supporting letters. Address criteria. Nominators should provide guidance to referees. Letters should be informative. Letters should not be repetitive. Letters from external evaluators are very desirable.

VII. A SELECTIVE CV NO MORE THAN 15 PAGES. See above for detailed instructions. The following must be indicated:
   • Peer-review or refereed items.
   • How primary/lead author is identified or that all authors have made an approximately equal contribution.
   • For fellowships, grants, and contracts include stipend or dollar amounts and nominee’s degree of responsibility in the acquisition.
   • Awards given by professional associations, societies, or other relevant organizations (provide NAME of the association, etc.).
   • 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 an author’s work. Include, for example, citation data/journal impact factor/H-index. Or 1-1 ½ page explanation of impact of scholarship if the former are not available.

VIII. One-page summary of teaching and advising responsibilities (illustration next page).
IX. Details of courses taught and SIRS information on last eight courses (complete table below). Address and provide summary of teaching effectiveness. When teaching appointment is indicated on the data form, then teaching effectiveness must be provided in summary form.

X. Citation (outline and samples below).
For SECTION VIII. Summary of Teaching and Advising.

ILLUSTRATION

Dr. Smithsonian has many responsibilities as a teacher and adviser. Typically, s/he teaches five courses each year. S/he also teaches in the externship program and advises master’s, specialist, and doctoral students on and off campus.

ON-CAMPUS COURSES: Dr. Smithsonian has taught undergraduates who want to be Xxxxxx; practicing Xxxxxx and administrators who want to get credentials in Xxxxxx administration; and master’s, specialist, and doctoral students in the Departments of Xxxxxx and Xxxxxx. In a typical term, Dr. Smithsonian teaches two official courses. A partial listing of the courses s/he has offered would include:

XXX 800  Organization Theory in Xxxxx
XXX 865A  Introduction to Xxxxx
XXX 865B  Practice and Problems in Xxxxx
XXX 865C  Xxxxx
XXX 880  Research in Xxxxx and Xxxxx
XXX 890  Independent Study and Seminars in Xxxxx
XXX 940  Organizational Analysis Xxxxx
XXX 991  Special Topics in Xxxxx
XXXX 450  Government and Xxxxx

In addition to these official offerings, Dr. Smithsonian has also led a proposal-writing seminar for doctoral students. Typically, 15-20 students take advantage of this seminar. Most of these students are not Dr. Smithsonian’s advisees.

ON-CAMPUS ADVISING: The Department offers three different post-baccalaureate degrees: an M.A., XXX, and a Ph.D. In a typical year, Dr. Smithsonian is primary advisor to approximately 30 master’s candidates, 15 candidates for the XXX, and from 8-10 doctoral students (usually about 3 or 4 of these students are in the final stages of writing their dissertations). In addition, s/he is usually a member of another 6-10 doctoral committees, usually for students in the Department of Xxxxxx.

OFF-CAMPUS TEACHING: Dr. Smithsonian’s off-campus teaching has two major components: the internship program and courses for Xxxxxx and administrators in the Graduate Education Overseas Program.

Internships: Classes meet once a month. Dr. Smithsonian and Dr. Hannah co-lead the discussions, arranging for guest speakers and encouraging dialogue and debate about contemporary trends and issues in Xxxxxx, Michigan. Typically, 30-40 individuals enroll in this course each term.

GSXO (Graduate Studies in Xxxxxx Overseas): Throughout his/her tenure, Dr. Smithsonian has also taught several courses for individuals overseas. Dr. Smithsonian is highly regarded for his/her capacity to challenge students in these courses while still making them feel that s/he understands the practical demands and realities of their work.

OFF-CAMPUS ADVISING: Finally, Dr. Smithsonian regularly advises 25-40 students at MSU’s off-campus extension center in Muskegon. Three or four times a year, s/he drives to Muskegon and meets with individuals who are interested in pursuing degrees in Xxxxxx.
For SECTION IX. Teaching Table

<table>
<thead>
<tr>
<th>Course (Credits)</th>
<th>Semester/Year</th>
<th>Enrollment Type of Course (e.g., integrative studies, majors, freshman, soph, upper-class, required)</th>
<th>Course Structure (e.g., discussion, large or small lecture, lecture/lab, TA involved)</th>
<th>Provide Key (e.g., 1=Superior 5= Inferior)</th>
<th>SIRS (Composite Profile Factors (Mean) – found on SIRS Summary Printouts from the Scoring Office)</th>
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<td>Instructor Involvement</td>
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For SECTION X. 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.


II. Specific ways in which her/his 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.

III. 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, awards are appropriate here but only the most significant.

IV. Other - Professional affiliations, consulting, service/outreach. MSU committee service. Again, use only the most significant examples.

V. Summary sentence of the person’s worthiness for the award.
Department of Electrical and Computer Engineering, College of Engineering

SHANKER BALASUBRAMANIAM

Shanker Balasubramaniam is recognized internationally for his innovative scholarship in computational electromagnetics. He has developed numerous algorithms for solving both differential and integral equations across multiple scales, with applications in such diverse areas as antennas, molecular dynamics, and integrated circuits. These algorithms are widely recognized for their speed and accuracy; further, Dr. Balasubramaniam has placed rigorous error bounds on all of his techniques, so that researchers have a measure of how well they may be applied in given situations. Dr. Balasubramaniam’s research can be applied in a variety of disciplines. In addition to mathematics, researchers use his work to solve a variety of problems in electromagnetics and physics, including scattering from dispersive and lossy bodies, printed circuit board analysis, electromagnetic compatibility, molecular dynamics, surface Plasmon thin films, quantum well infrared detectors, microstrip antenna arrays, and micro-bubbles.

Dr. Balasubramaniam has published more than 300 peer-reviewed papers and conference proceedings and has acted as an associate editor for two of IEEE’s journals: Transactions on Antennas and Propagation and Antennas and Wireless Propagation Letters. In recognition of his distinguished contributions to computational methods, Dr. Balasubramaniam was elevated to Fellow of the Institute of Electrical and Electronics Engineers.

Dr. Balasubramaniam invests greatly in his interactions with both graduate and undergraduate students. He has taught 200- to the 900-level classes, has acted as adviser to the student honor society Eta Kappa Nu, and has mentored undergraduates considering Ph.D. programs, helping many of them obtain such national awards as the National Science Foundation Graduate Fellowship and the National Defense Science and Engineering Graduate Fellowship. One of his former doctoral students noted, “Dr. Balasubramaniam [does] everything in his power to help students realize their intellectual aspirations.” For his outstanding achievements in educating students both inside and outside the classroom, Dr. Balasubramaniam was awarded the College of Engineering Withrow Teaching Excellence Award in 2007.

As a renowned College of Engineering scholar and engaged mentor, Shanker Balasubramaniam is richly deserving of Michigan State University’s William J. Beal Outstanding Faculty Award.

Department of Psychology, College of Social Science

JULI WADE

Since joining the faculty in 1995, Juli S. Wade has distinguished herself as a researcher, teacher and mentor, and administrator. Dr. Wade’s research focuses on the mechanisms regulating structural and behavioral changes in the nervous system and muscles that control particular behaviors, specifically, the hormonal and molecular bases of sexual differentiation in the bird brain, and the environmental and hormonal control of behavioral and neural plasticity in Anolis lizards. She addresses these issues from both the biomedical and basic science perspectives, and her work has been continuously funded by both NIH and NSF. Because her work is inherently multidisciplinary, she holds appointments in the Department of Zoology and the Department of Psychology and is centrally involved in the Neuroscience program. She has published more than 92 peer-reviewed papers in prestigious journals—a rate of five to six papers a year since her arrival on campus. In addition, she has presented more than 40 invited addresses and dozens of conference papers and published numerous abstracts. Her status in the field has been recognized by appointment to several journal editorial boards and to NIH and NSF panels and study sections. She is very active professionally, particularly in the Society for Behavioral Endocrinology, in which she has held several offices.

Dr. Wade is an excellent mentor at all levels: undergraduate, graduate, and junior faculty. She has supervised the research of many honors students and served as coordinator of the Honors program and chair of the University Committee on Honors Programs. She has successfully mentored several graduate students, three of whom received NRSA pre- and postdoctoral awards under her direction. She has always been a willing reader and mentor to junior faculty members seeking external funding and has made this one of her main priorities as department chair. Dr. Wade has also served in various other administrative roles. She was director of the Neuroscience Graduate Program in Psychology and was twice elected to and served on the department’s advisory committee; she has served as department chair since 2010.

For her significant research accomplishments, her work as a teacher and mentor, her professional and university service, and her administrative contributions, Juli S. Wade is highly deserving of Michigan State University’s Distinguished Faculty Award.

Jazz Studies, College of Music

RODNEY T. WHITAKER

Rodney T. Whitaker is an internationally known jazz artist and double bassist who has performed extensively on four continents. A
collaborator with some of the leading musicians of our time—from Wynton Marsalis to Kathleen Battle, from Terrance Blanchard to the Los Angeles Philharmonic Orchestra, and from Marian McPartland to Chick Corea—Professor Whitaker has made an indelible mark on jazz performance. His discography includes more than a hundred compact disc (CD) recordings. His latest CD, Get Ready (2009), a collaboration with Carl Allen, drummer and director of jazz studies at the Julliard School, was released to critical acclaim. Their CD tour will include performances at New York’s Lincoln Center and Washington’s Kennedy Center.

As a teacher, Professor Whitaker is an all-star in the classroom, the studio, and the rehearsal hall. He has developed a highly competitive and nationally respected jazz studies program in which extensive personal mentoring is a hallmark. Students praise him for pulling them out of their comfort zones. One student stated, “I am continually challenged but also greatly supported and provided for.” His students point to the many extra educational opportunities Professor Whitaker provides them by arranging performance opportunities on campus, on the road throughout Michigan, at national jazz festivals, and abroad. He also includes them in significant and regular outreach programs in Detroit, where the rich traditions of jazz are passed on to yet another generation. According to one student, “What really separates Professor Whitaker from other music educators and scholars is his love—love for his family and for the hundreds of students that he helps grow.”

A world-renowned jazz artist, a master teacher, and a warm, caring human being of the first order, Rodney T. Whitaker richly deserves Michigan State University’s Distinguished Faculty Award.
CHECKLIST

ONE COPY. The copy must be readable when scanned for committee review. NOMINEE DOSSIERS SUBMITTED WITHOUT ALL OF THE REQUIRED MATERIALS WILL BE RETURNED. THERE WILL BE NO EXCEPTIONS. Please arrange materials in the following order:

I. Completed DATA FORM.
   A. Nominee data. (Evidence of teaching/instruction, research and creative activities, outreach/engagement, service MUST be provided in support materials when percentage effort is indicated).
   B. Nominator data. (Indicate whether nominator is a past recipient of the DFA (1988-2013) or BOFA (2014-2015) nominating directly to the All-University Awards Committee.
   C. Complete ONLY IF nominee is nominated directly to the All-University Awards Committee by an eligible past recipient of the DFA (1988-2013) or BOFA (2014-2015). Obtain relevant signatures.

II. NOMINATOR STATEMENT addressing criteria. Do not simply cut and paste from SECTION VI support letters.
   A. Exceptional research and creative activities;
   B. Exceptional instructional performance in a variety of settings;
   C. Exceptional service achievement in local, national, or international settings, and recognition thereof;
   D. And, while not as important as the three criteria above, evidence of other contributions to MSU, such as, in academic governance and administration.

III. NOMINEE PROFILE/SKETCH providing nominee’s academic background, areas of interest and accomplishments.

IV. THIS SECTION APPLIES ONLY TO CANDIDATES NOMINATED DIRECTLY TO THE ALL-UNIVERSITY AWARDS COMMITTEE BY A PAST RECIPIENT OF THE DFA (1988-2013) OR BOFA (2014-2015) (indicate in SECTION I, DATA FORM, PART B). Although chairperson and/or dean commentary is optional, the nominator must offer the candidate’s chairperson and dean an opportunity to comment. One page limit for each commentary provided. The chairperson/director and dean must sign DATA FORM, PART C. Place chairperson/director and/or dean commentary in this section (SECTION IV).

V. Brief paragraph describing each REFEREE’S QUALIFICATIONS. Provide relevant background information.

VI. No more than FIVE SUPPORTING LETTERS. Letters should not be repetitive. Letters from external evaluators are desirable.

VII. Current CURRICULUM VITAE. The CV is to be SELECTIVE AND NO MORE THAN 15 PAGES. MUST include the following:
   - Separate (and label) or indicate by asterisk (“*”) peer-reviewed or refereed items (including articles, reviews, reports, meetings, etc. and other evidence of merit).
   - 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 in their acquisition.
• Awards by professional associations, societies, or other relevant organizations (provide NAME of association, etc.).
• Memberships on national and international committees, associations, and boards.
• Editorships of professional journals.
• Evidence of the impact of the nominee’s scholarship should be provided (e.g., citations impact analysis).

VIII. One-page SUMMARY OF TEACHING AND ADVISING responsibilities.

IX. Details of courses taught and SIRS information on last eight courses (complete TABLE, page 13). Address and provide summary of teaching effectiveness if teaching IS indicated on the Data Form as a percentage of the nominee’s appointment.

X. CITATION. Draft citation of 350 words for awards brochure.

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1 Tax Reform Act (1986) eliminated the general exclusion of awards made in recognition of educational or scientific achievement. So all MSU faculty recognition awards are taxable income and subject to withholdings and FICA.

2 The context of the roles of Librarians—who are eligible for the award—is explicated on the page titled William J. Beal Outstanding Faculty Award Criteria for Librarians.

3 Please list joint appointments. List primary appointments first.

iv Evidence of teaching/instruction, research and creative activities, outreach/engagement, service MUST be provided when percentage effort is indicated.