

Faculty Awards Nomination Process

www.american.edu/universityawards/Faculty.cfm

- Students, faculty, and staff of the AU community may nominate faculty for University Faculty Awards.
- Nominations must be submitted via the online Faculty Awards Nomination Form and will go to the dean (or the University Librarian) of the nominee's academic unit.
- Nominators must provide nomination materials, including a Curriculum Vitae (short form is acceptable), which may be obtained from the nominee or his/her department. Academic units will provide teaching evaluations for those categories requiring them.
- Before completing the nomination, please review the criteria for each award. Please note that Morton Bender Prize nominations are made only by the deans.
- From this initial pool of nominations, the deans of Kogod, SIS, SOC, SOE, SPA, SPExS and WCL, as well as the University Librarian, will select and forward one nominee for each category (the dean of CAS may forward two nominations for each category) to the Office of the Provost.
- Note: Monetary awards are considered taxable compensation to the recipient in accordance with the IRS Code.

Online Faculty Nomination Step-by-Step Guide

- 1 Visit the online nomination site at <https://myau.american.edu/groups/Committee/Awards/SitePages/Faculty%20Awards.aspx>

Users are encouraged to use Internet Explorer

You will see the following landing page with a link the Online Faculty Awards Nomination Form.

University Faculty Awards

AWARD CATEGORIES

- Outstanding Scholarship, Research, Creative Activity, and Other Professional Contributions (1 Award)
- Outstanding Teaching in a Full-Time Appointment (2 Awards: 1 tenure-line/1 term)
- Outstanding Teaching in an Adjunct Appointment (1 Award)
- Outstanding Contribution to Fostering Collaborative Scholarship (1 Award)
- Outstanding Service to the Community (2 Awards: 1 tenure-line/1 term)
- Morton Bender Prize (1 Award)
- Scholar/Teacher of the Year (1 Award)

Submit A New Nomination

[Online Faculty Awards Nomination Form](#)



Contact Us

For University Faculty Awards:
Denise Wilkerson
Office of the Provost
Leonard Hall, Lower Level
(202) 885-2128
dwilkers@american.edu

② Complete the nomination information box. The first page of the nomination form looks like this:

* Indicate required fields

Nominee Information	
Name of Nominee:	<input type="text"/>  
Job Title:	<input type="text"/> *
School/College:	<input type="text"/> * 
E-mail:	<input type="text"/> *
Phone:	<input type="text"/> *
Campus Address:	<input type="text"/>

It asks for the following fields:

- Name of Nominee (required) – Type in the faculty member’s name and click the Check Names icon to the right of the field. You may also look up the faculty member in the Address Book, also to the right of the field. If you are having trouble finding the faculty member (such as if they go by a nickname), the simplest way to enter the name is to enter their username and click Check Names. The username is the first part of the AU email address (e.g., qsmith).
- Job Title (required)
- School/College (required)
- E-mail (required)
- Phone (required)
- Campus Address

③ The next screen will ask you to select which award you are nominating the faculty member for. By selecting the checkbox next to the award name, the award description will appear as a reminder of the criteria for the award.

Award Categories (Check one)

Criteria for the award categories below are on the following page. Awards noted with an asterisk (*) require teaching evaluations, which the dean's office will provide.

Criteria of the University Faculty Awards AY2017-2018

- Outstanding Scholarship, Research, Creative Activity, and Other Professional Contributions (1 Award)
- Outstanding Teaching in a Full-Time Appointment (2 Awards: 1 tenure-line/1 term)
- Outstanding Contribution to Fostering Collaborative Scholarship (1 Award)
- Outstanding Service to the University Community (2 Awards: 1 tenure-line/1 term)
- Morton Bender Prize (1 Award)
- Scholar/Teacher of the Year (1 Award)
- Outstanding Teaching in an Adjunct Appointment (1 Award)

Please select an Award Category before continue on next page

[Previous](#) [Next](#)

④ Click Next to enter the content of your nomination. You will have a box with 500 words for both the nominee's Key Achievements and your Nomination Narrative. Because the system may time out, it is best to first write these in a Word document or text editor and copy them in to the form. You may also want to use the tab button to move from one box to the next. You are welcome to attach the materials in PDF format instead.

Nomination

Key Achievements:* (500 words limit)
You must press tab or click another box on the form for your text to be saved in the box below. Otherwise the form will not let you click Submit.

Nomination Narrative:* (500 words limit)
You must press tab or click another box on the form for your text to be saved in the box below. Otherwise the form will not let you click Submit.

⑤ Next you will be asked to upload supporting documents. Please include a *Curriculum Vita* (short form is acceptable), which may be attained from the nominee or his/her/their department. Academic units will provide teaching evaluations for those categories requiring them.

Nominators should include a *Curriculum Vita* (short form is acceptable), which may be attained from the nominee or his/her department. Academic units will provide teaching evaluations for those categories requiring them.

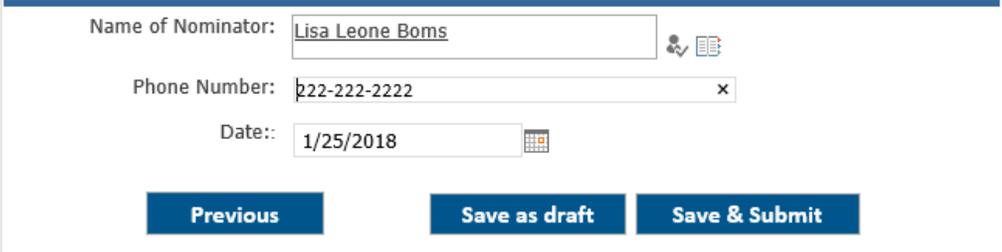
Supporting Documents:* Do not include these special characters in attachment names:
~ # % & * { } < > ? / + | \ " ') ([]

[Click here to attach a file](#)

Submit nomination to the appropriate Dean or University Librarian by Wednesday, February 16.

Click on "Click here to attach a file" to add documents. If possible, include all supporting documents in one PDF file. Do not include files with the following special characters: ~ # % & { } < > ? / + | \ " ') ([]

⑥ Next, confirm your name is entered as the nominator, or change the name to the nominator if you are filling out the form on someone's behalf.



The screenshot shows a web form for nominating someone. It has three input fields: 'Name of Nominator' with the text 'Lisa Leone Boms', 'Phone Number' with '222-222-2222', and 'Date' with '1/25/2018'. Below the fields are three blue buttons: 'Previous', 'Save as draft', and 'Save & Submit'. There are also small icons for user selection and document upload next to the name field.

⑦ You may then click Save & Submit, which will trigger a notification to the faculty member nominee and the nominator. Or you may Save as Draft until you are ready to submit. Save as Draft will not trigger an email to the nominee. To view nominations you have saved, click the link in the email sent to you.

In the automated email sent to nominees, they will be asked to add any additional supporting materials or decline to upload additional materials. They must complete this step to complete their nomination.

The nomination will then go to the lead in the School/College to review the nominations.