Faculty Awards Nomination Process
https://www.american.edu/universityawards/faculty.cfm

All students, faculty, and staff may nominate faculty for University Faculty Awards.

1. Nominations must be submitted via the online Faculty Awards Nomination Form and will go to the nominee's academic unit (school/college or library). Suggested browser is Internet Explorer, if that option is available to you.
2. Nominators must provide nomination materials, and nominees will have the opportunity to upload supporting documents (CV, letters of recommendation, examples of work, etc.). Academic units will provide teaching evaluations for those categories requiring them.
3. Before completing the nomination, please review the criteria for each award. Please note that Morton Bender Prize nominations are made only by the deans.
4. From this initial pool of nominations, the deans of Kogod, SOC, SOE, SIS, SPA, SPExS and WCL, as well as the university librarian, will select and forward up to one nominee for each category to the Office of the Provost. The dean of CAS may forward up to two nominees.
5. The Office of the Provost will work with a Faculty Senate committee to select the final recipients.

Note: Monetary awards are considered taxable compensation to the recipient in accordance with the IRS Code.

Online Faculty Nomination Step-by-Step Guide

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

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

University Faculty Awards

AWARD CATEGORIES

- Faculty Award for Diversity, Equity, and Inclusion (1 award, full-time appointment)
- Morton Bender Prize (1 award, full-time appointment)
- Outstanding Community Engagement Award (1 award, full-time appointment)
- Outstanding Contribution to Fostering Collaborative Scholarship Award (1 award, full-time appointment)
- Outstanding Scholarship, Research, Creative Activity, and Other Professional Contributions Award (1 award, full-time appointment)
- Outstanding Service to the University Community Award (2 awards: 1 tenure-line, 1 term)
- Outstanding Teaching in a Full-Time Appointment Award (2 awards: 1 tenure-line, 1 term)
- Outstanding Teaching in an Adjunct Appointment Award (1 award)
- Scholar/Teacher of the Year Award (1 award, full-time appointment)

The nomination form is not supported by Mozilla Firefox or Google Chrome browsers. For best results, use the Internet Explorer browser.

The 2021 University Faculty Awards nomination process will open in late January and the deadline is Wednesday, February 24. Recipients will be announced in April.

Instructions

Step-by-Step Instructions

STEP 1
Complete the nomination information box. The first page requires you to fill in the following fields:

- Name of Nominee: Type faculty member name and click "Check Names" icon to the right of the field. You may also make use of the Address Book. Should you have any difficulty finding the faculty member, you can check based on username (the first part of the AU email address).
- Job Title
- School/College
- Email

University Faculty Awards
Nomination Form

*Indicate required fields

Nominee Information

Name of Nominee:	
Job Title:	*
School/College:	*
Email:	*

STEP 2

Select the award for which you are nominating the faculty member. Once you have selected an award, its description will appear.

University Faculty Awards Categories
AY2020-2021

Award Categories (Check one)

Criteria for the award will appear below once you check the box next to your selection. Awards noted with an asterisk (*) require teaching evaluations, which the nominee's academic unit will provide.

Criteria of the University Faculty Awards AY2019-2020

- ☐ Faculty Award for Diversity, Equity, and Inclusion (1 award, full-time appointment)
- ☐ Morton Bender Prize (1 award, full-time appointment)
- ☐ Outstanding Community Engagement Award (1 award)
- ☐ Outstanding Contribution to Fostering Collaborative Scholarship Award (1 award, full-time appointment)
- ☐ Outstanding Scholarship, Research, Creative Activity, and Other Professional Contributions Scholarship Award (1 award, full-time appointment)
- ☐ Outstanding Service to the University Community Award (2 awards: 1 tenure-line or continuing appointment-line/1 term)
- ☐ Outstanding Teaching in a Full-Time Appointment Award (2 awards: 1 tenure-line/1 term)*
- ☐ Outstanding Teaching in an Adjunct Appointment Award (1 award)*
- ☐ Scholar/Teacher of the Year Award (1 award, full-time appointment)*

Please select an Award Category before you continue on the next page

Previous   Next

☑ Scholar/Teacher of the Year Award (1 award, full-time appointment)*

Scholar/Teacher of the Year Award (1 award, full-time appointment)

The Scholar/Teacher of the Year must demonstrate outstanding and significant scholarly contributions to the university and discipline; exceptional teaching as documented by student evaluations or other assessment of teaching; a commitment to high standards within one's professional life; recognized concern for students and colleagues; and sensitivity to the mission of the university This award includes a $5,000 prize as part of the recognition. The faculty member must have a full-time appointment during AY2020-2021.

Previous **Next**

STEP 3
Click "Next" to enter the content of your nomination. In the corresponding text boxes, you will enter key achievements and a nomination narrative (each with a 500-word limit). You may choose to prepare these statements in advance and copy them into the form or attach them in PDF format. Please add something to the effect of "see attachment" in the text box if your narratives are uploaded.
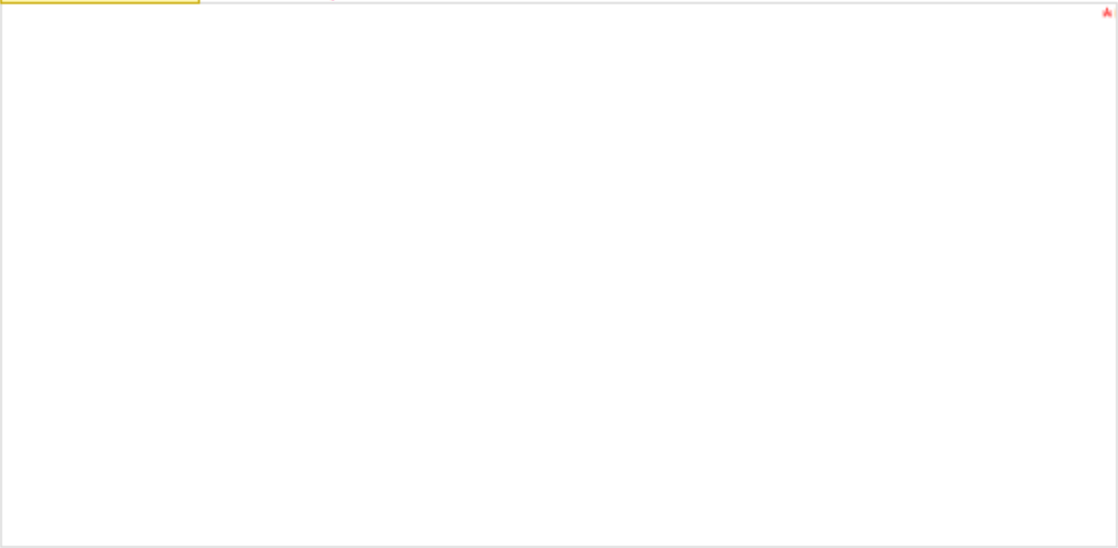
University Faculty Awards
Nomination Form

*Indicate required fields

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.
Cannot be blank will not let you click Submit.

STEP 4

You will have the opportunity to upload documents if you wish to do so. Nominees will also have the chance to provide supporting materials (CV, letters of recommendation, examples of work, etc.). Academic units will provide teaching evaluations for those categories requiring them. 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: ~ # % & { } , . ? / + " [] ( )

Nominees will be prompted to upload supplemental documents, including a CV. Academic units will provide teaching evaluations for those categories requiring them, as well. If you have any supporting material to upload, please feel free to add documents below.

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

Click here to attach a file

Attach File
Select a file, and then click Attach to upload it.
Choose File No file chosen

Attach   Cancel

STEP 5

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.

STEP 6

You may click "Save and Submit" or "Save as Draft."

- If you elect to submit, an email confirmation will be sent to the nominee and nominator. The nominee will be asked to add any supporting materials as needed or decline to do so. They must complete this step to officially pass along the nomination to the appropriate dean or university librarian for review.
- If you save the form, the nominee will not receive an email, but the nominator will. The saved nomination can be accessed through the link in the email.