Office of Academic Affairs

Policies and Procedures Handbook

Chapter 6: Faculty Awards and Recognition

1.0 University faculty awards

Information about university-level faculty awards is available and updated on the Faculty Awards website. Faculty, administrators, and unit-level awards committees should use this website to learn about eligibility for awards, materials required for nomination, and deadlines for submission. Questions can be addressed to the Office of Faculty Affairs.

2.0 College, department, and school faculty awards

During annual review meetings, TIU heads should discuss with faculty members possible awards for which they may be eligible. Information about identifying faculty for awards can be found on Faculty Awards FAQ website.

Faculty members should communicate with their mentoring team (if they have one) and their TIU head to learn about awards internal to the college and department/school. If the faculty member reviews the award information and believes they are a good candidate for the award, they may ask other faculty and/or their TIU head to nominate them.

3.0 External Awards

Information on external faculty awards is available and updated on the Faculty Awards External Awards website. Additional information about external awards is available on the Faculty Awards FAQ website.

4.0 Documenting work for award consideration

Faculty should maintain their core dossier, including narratives, so that it is ready to share at any time should a nomination opportunity become available. Although the lists included in a core dossier are helpful to possible letter writers and nominators, the narratives in the core dossier will provide important context in helping them to understand a faculty member's work.

Information about increasing online visibility is available on the Faculty Awards FAQ website.