

MICHIGAN STATE UNIVERSITY

April 2024

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 2014-2024

FROM: Marilyn J. Amey, Assistant Provost for Faculty and Academic Staff
Development

SUBJECT: William J. Beal Outstanding Faculty Award 2024-2025

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. We plan to recognize recipients at an event in spring 2025.

Selection criteria are detailed 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 2024. Please see page below (page 4) 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, health programs (HP) faculty, FRIB/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. Previous recipients of the DFA or BOFA are not eligible. The title of University Distinguished Professor is highly honorific and the definitive recognition at MSU; those who hold the title of University Distinguished Professor are not eligible for the William J. Beal Outstanding Faculty Award.

Units should involve an advisory (or awards) committee and include 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 (2014-2024) may submit one nomination **directly** to the All-University Awards Committee. Eligible past recipients of the DFA (1988-2013) and the BOFA (2014 and thereafter) 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 **Section IV** instructions below (or page 9). 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 and thereafter).

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" (or page 4)). Nomination materials **must be updated**.

A nominee nominated by a past recipient of the DFA (1988-2013) or the BOFA (2014 and thereafter) 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 or Katie Rundblad at honorifics@msu.edu for the committee's feedback if the nominee is not selected for the award. This feedback is important to consider when resubmitting a nominee's dossier.

Also, you may review model nomination materials which are based on supporting documents submitted on behalf of past award recipients; please contact Katie Rundblad at honorifics@msu.edu for access to the documents.

Nomination forms and instructions are attached. See below 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 and thereafter) should forward nominations to the **All-University Awards Committee, Provost Office, via the [Beal Nomination Form](#) by Thursday, November 14, 2024. NOMINEE DOSSIERS SUBMITTED WITHOUT ALL OF THE REQUIRED MATERIALS WILL BE RETURNED. NO EXCEPTIONS.**

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

Please do not hesitate to contact Katie Rundblad at honorifics@msu.edu with questions.

This memorandum and attachments are at <https://provost.msu.edu/priorities-and-initiatives/honorifics/all-university-awards>.

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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, Facility for Rare Isotope Beams/National Superconducting Cyclotron Laboratory (FRIB/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, outreach and work with government agencies and industry; 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 All-University 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 All-University 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 2024-2025.

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):

- College of Arts and Letters
- College of Education
- College of Engineering

Up to Two Nominations (units with fewer than 100 tenure system faculty/librarians/HealthPrograms (HP) faculty/FRIB/NSCL faculty):

- Residential College in the Arts and Humanities
- Eli Broad College of Business
- College of Communication Arts and Sciences
- College of Human Medicine
- James Madison College
- College of Law
- Libraries
- Lyman Briggs College
- College of Music
- Non-College Faculty
- Facility for Rare Isotope Beams/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 2024-2025

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 early to allow for the timely collection of letters of support (including external letters, which are very important). **Colleges or eligible past recipients of the DFA (1988-2013)/BOFA (2014 and thereafter), please forward nominee dossiers to the All-University Awards Committee, Provost Office, via the [Beal Nomination Form](#) by Thursday, November 14, 2024.** 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 principal **CRITERIA** (see the following pages for criteria for Librarians), not listed in priority order. Please recognize that not all committee members are familiar with the scholarly and procedural dimensions of your discipline and/or department.

All-University Awards nominations, including those for the William J. Beal Outstanding Faculty Award, will be reviewed for misconduct and violations of University policy to ensure alignment with the [University's Mission and Values](#) prior to being advanced for committee review.

In addition to the specific requirements and qualifications for each All University Award, it is expected that all recipients will have demonstrated behavior over their career that reflects the core values of Michigan State University. Specifically, as stated in the Faculty Rights and Responsibilities policy:

As the primary functions of an academic community, learning, teaching, scholarship, and public service must be characterized by a fundamental commitment to academic freedom and maintained through reasoned discourse, intellectual honesty, mutual respect and openness to constructive criticism and change. Faculty members, as central to this community, serve as scholars pursuing the search for knowledge and its free expression, as teachers instructing students, and as professionals and citizens contributing special knowledge and skills through public service and community participation. In the performance of all these functions faculty members are held accountable to the University, in accordance with established policies and procedures.

- 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.
1. 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.

MICHIGAN STATE UNIVERSITY

WILLIAM J. BEAL OUTSTANDING FACULTY AWARD 2024-2025

- I. **DATA FORM:** Please complete via the [Beal Nomination Form](#).
- II. **NOMINATOR STATEMENT (LETTER).** (No more than two pages preferred. NOT to exceed five pages.) The statement must address the criteria (above (or page 5) and see separate page for librarians titled “William J. Beal Outstanding Faculty Award Criteria for Librarians” (or page 6)) and summarize information in the supporting documents. **Letters should be informative and illustrative.**
Nominators should not just cut and paste 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. You may include this in Section V, Referee’s Qualifications.
- 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 the department website. No more than 1-2 pages.
- IV. **Applicable ONLY IF candidate is nominated directly by a recipient of the DFA (1988-2013) or the BOFA (2014 and thereafter).** Nominator must indicate this in SECTION I, DATA FORM, PART B, NOMINATOR (above page (or page 8)). Commentary provided by the nominee’s Chairperson/Director and/or Dean is to be limited to one page each. The nominator is responsible for and obtaining the appropriate signatures (SECTION I, DATA FORM, PART C (above page (or page 8)) and presenting the nominee’s Chairperson/Director and Dean the option of providing commentary).
- 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 (or page 6)*.
The **selective CV (no more than 15 pages) must** include the following:
- **Separate (and label) or indicate by asterisk (“**”) PEER-REVIEWED 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** (that is, PI, Co-PI, etc.) 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). Guidance is provided at the MSU Libraries website at [libraries guide to citations analysis](#). If citation data is not available for the nominee's scholarship, then include a 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 (or on page 12)).

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. TEACHING TABLE TO PROVIDE DETAILED INFORMATION ON COURSES, AND STUDENT EVALUATION OF TEACHING EFFECTIVENESS IN SUMMARIZED FORM.

Complete the TEACHING TABLE 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 Teaching Table (SIRS).
- **Student Perceptions of Learning Survey (SPLS).** The six composite profile factors are found in the Teaching Table (SPLS) and should match reports to instructors, department chairs, and deans.
- When **Unit-Specific Student Evaluation of Teaching** are used rather than SIRS or SPLS, fill in the table as completely as possible for classes taught. You may modify the table according to the categories your unit uses for evaluation of teaching. 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? Is there a means to summarize student/participant evaluation of the course? If so, please 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 Ceremony 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 they wish it to appear in the booklet. List joint appointments, with the primary appointment listed first. See below for outline.

ILLUSTRATIVE TABLE OF CONTENTS

- I. Completed **DATA FORM**.
 - 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 and thereafter 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 and thereafter) nominating directly to the All-University Awards Committee. Nominator must acknowledge nominee's Chairperson and Dean approve the nomination and must be offered the opportunity to provide commentary.
- II. **Nominator's written statement addressing criteria** (criteria above (or on page 5) and page above titled *William J. Beal Outstanding Faculty Award Criteria for Librarians* (or on page 6)). 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 reviewers outside of the nominee discipline may not be familiar with the procedural dimensions of research or creative activities for the area, so please provide ample disciplinary context. Letters should be illustrative and demonstrate why the nominee is highly deserving.**
 - 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 and thereafter). Nominator must acknowledge nominee's Chairperson and Dean approve the nomination. 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 here.
- V. Brief paragraph describing each referee's qualifications. Provide relevant background information.
- VI. No more than **five supporting letters**. Address criteria. Nominators should **provide guidance to referees**. Letters should be informative as well as illustrative. 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 or 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. **TEACHING TABLE**. Details of courses taught and SIRS or SPLS information on last eight courses. 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, they teach five courses each year. They also teach in the externship program and advise 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 they have 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, they are 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 they understand 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, they drive to Muskegon and meet with individuals who are interested in pursuing degrees in Xxxxxx.

Teaching Table. Teaching Schedule and SIRS or SPLS Composite Profile Factors. Please download the table [HERE](#) and complete to be submitted with the full nomination.

SECTION X

OUTLINE AND TIPS FOR WRITING DRAFT AWARD CITATIONS

IMPORTANT:

Please print name as it should appear on the award certificate and in the awards brochure.

If you need to view sample citations, please contact Katie Rundblad at honorifics@msu.edu.

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.

- I. 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 her/his influence reach? State? National? International? Public/private sector? What constituent groups?
- 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.

CHECKLIST

ONE COPY PDF copy to be submitted. 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, service, public service/outreach MUST be provided in support materials when percentage effort is indicated on the Data Form).
 - B. Nominator data. (Indicate whether nominator is an eligible past recipient of the DFA (1988-2013) or BOFA (2014 and thereafter) 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 and after). 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 and thereafter)** .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 nominator must acknowledge chairperson/director and dean approval of the nomination. 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**, and **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. TEACHING TABLE: Details of courses taught and **SIRS or SPLS information on last eight courses.** 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.

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.