BOARD OF REGENTS FACULTY AWARDS
Due: Friday, November 17, 2023

Purpose of Awards
Board of Regents Faculty Awards publicly recognize faculty members' distinguished performance in 1) Teaching; 2) Scholarship or Research; 3) Creative Activity; 4) Public Service; or 5) Mentoring. These awards marking excellence are the highest honor presented by the Board of Regents (BOR) to exemplary faculty members within the University System of Maryland (USM). The awardees are selected by the Regents Faculty Awards Committee (under the auspices of the Council of University System Faculty – CUSF) and submitted to the BOR for approval.

Faculty Nominee Eligibility
The nominee must meet all of the following criteria:
- The faculty member being nominated must be currently employed by a USM institution as a tenured, tenure-track, or non-tenure track faculty member.
- An individual must have been a USM faculty member for at least five years.
- The faculty member must have been employed by a USM institution while making the outstanding contributions on which the nomination is based.
- The period of performance to be considered will be the three-year period ending on June 30 of the year in which the nomination is made for Teaching; Scholarship or Research; Creative Activity; and Public Service. Reference to work in previous years may be made to show continuous achievement in the academic field. The nomination packet for a Mentoring award may include more than three years of mentoring.
- Faculty must satisfy the departmental faculty-workload requirement.
- Faculty who have won a Regents Faculty Award within the past three years are not eligible for the same award.

The nominee's accomplishments must be characterized by the following:
- The faculty member should have fulfilled ordinary obligations as indicated in the institution's workload policy and as agreed upon by the department/unit. Accomplishments for which he or she is nominated must clearly exceed ordinary expectations.
- Achievements should be continuous in an academic field. Peers and/or the broader public must recognize the outstanding nature of the contributions.

Paid consultancies are excluded from award consideration.

Awards Categories
A maximum of 21 awards may be bestowed annually. Up to four awards may be presented in each of the following five categories (Teaching; Scholarship or Research; Creative Activity; Public Service; and Mentoring). At least one of the individual awards for Teaching; Scholarship or Research; Creative Activity; Public Service; and Mentoring shall be presented to faculty at a comprehensive institution (BSU, CSU, FSU, SU, TU, UBalt, or UMGC), and at least one of the individual awards in these categories shall be presented to faculty at a research institution (UMB, UMBC, UMCES, UMCP, or UMES).

- **Teaching** is to be interpreted broadly enough to encompass all educational activities in the USM, including distance education. This may also include demonstrated accomplishments in areas such as course development and pedagogy, direction of student research projects, leadership in teaching improvement, or mentoring of faculty to improve teaching. The award recipient shall have succeeded in promoting measurable increases in student learning. The nominee's excellence in the aforementioned areas should be documented by persuasive evidence including, but not limited to, peer evaluations, a summary of student evaluations, and teaching portfolios. ***Note:*** *A maximum of four awards including, at most, one to a collaboration, can be made in this category.*

- **Scholarship or Research** is to be interpreted broadly enough to include professional accomplishments in the nominee's field and to encompass all fields of study at any USM institution. The nominee shall have shown evidence of exceptional scholarship or research that extends or deepens the bounds of knowledge and/or is recognized as innovative in the nominee's discipline. ***Note:*** *A maximum of four awards including, at most, one to a collaboration, can be made in this category.*

- **Creative Activity** is to be interpreted broadly enough to include the production of visual, performing, and literary arts. The nominee shall have shown evidence of exceptional creative activity that extends or deepens the bounds of knowledge or artistic merit and/or is recognized as innovative in the nominee's discipline. ***Note:*** *A maximum of four awards including, at most, one to a collaboration, can be made in this category.*

- **Public Service** will include any activity other than teaching and scholarship, research, or creative activity that benefits the citizens of Maryland, the nation, or humanity in general. The nominee shall have contributed to the community through involvement in initiatives such as P-20 programs, clinical practice, professional or non-profit organizations, public policy, public health, and entrepreneurship in ways that meaningfully and positively affect the human condition. ***Note:*** *Service to USM institutions is excluded. A maximum of four awards including, at most, one to a collaboration, can be made in this category.*

- **Mentoring** is to be interpreted broadly enough to include a variety of activities that foster student development and success. The nominee shall have demonstrated excellence in the mentoring of students. This can be confirmed by student career development, measurable improvement in areas such as retention and graduation rates, improvement of post-baccalaureate progression rates, or major-field or related-field employment rates. The mentoring of other faculty members, while not sufficient by itself, can be considered in this category. Supporting evidence should document the value of the mentoring. This may involve students mentored more than three years ago. Testimony of current students and graduates is encouraged. ***Note:*** *Direction of student research projects shall be considered under Teaching rather than under Mentoring. A maximum of four awards including, at most, one to a collaboration, can be made in this category.*

A maximum of one award in each of the aforementioned categories can be designated a ***collaboration*** and may be awarded to a team consisting of faculty members from at least two University System of Maryland institutions. Nominees shall have initiated the project and participated in all phases of the

project. There is no limit on the involvement of additional collaborators from non-USM institutions. Letters of support from either USM institution are acceptable for this nomination.

Timing of Call for Nominations and Award Announcements
The call for nominations shall be mailed from the USM Office of Academic and Student Affairs to presidents and provosts by September of each year. The CUSF Chair will forward the call for nominations to the CUSF general body and the faculty senate chairs. Nominations will be due to the USM Office of Academic and Student Affairs in early November. Awards will be announced during a spring meeting of the Board of Regents with suitable ceremony and publicity, including descriptions of faculty achievements.

Guidelines for Nomination Process
Each institution shall designate an Institutional Faculty Nominating Committee (IFNC) consisting entirely of faculty who solicit nominees for the Regents Faculty Awards. The INFC shall work with faculty to improve their nomination packets. They shall forward all nominations to the president and/or the president's designee with comments on the quality of the nomination packet. The president of each institution (or their designee) shall submit nominations to the USM Office of Academic and Student Affairs. Nominations are then reviewed by the Regents Faculty Awards Committee (RFAC) (see details below) which recommends winners to the Board of Regents.

Each institution may nominate a maximum of one candidate per 200 eligible faculty for each award category.

All nominations must come through the institution's president or their designee, not individual faculty members.

Application Process
The nomination process will involve two stages.
1. **For consideration by the nominee's on-campus Institutional Faculty Nominating Committee**, the nominee will submit a packet totaling no more than five pages that include the following items:
   a. a summary resume,
   b. a one-page essay from the nominee describing how he or she has contributed to excellence in the category of the nomination,
   c. a letter of recommendation from the department chairperson or dean, and
   d. brief documentation of exemplary achievement summarizing the materials listed below for the category.

After reviewing the applications, the INFC will work with the nominees to prepare complete packets that will be submitted to the institution's president.

2. For consideration by the system-wide RFAC, a completed application will be a maximum of 20 pages that include the following items (as also noted on the Nomination Portfolio Checklist):
   a. *Certification of Eligibility for Award* form;
   b. Nomination letter from the president or designee indicating the reasons that the nominee deserves special recognition. The president is asked to submit a separate letter for each nominee. For awards involving collaboration, either president of either

candidate may prepare the nomination letter with the other president(s) endorsing the nomination;

c. A minimum of two and maximum of five letters of recommendation (not including that which will be from the President or their designee).
   i. At least one letter should be from the department chair or dean
   ii. No more than three letters from individuals external to the institution
   iii. Telephone numbers and addresses of recommenders should be included, so the IFNC or the RFAC may communicate with them if necessary. Letters of recommendation will be available to all RFAC members and will not be considered confidential;

d. Current, relevant, and abbreviated c.v. or resume of nominee;

e. One-page essay from the nominee describing how he or she has contributed to excellence in the category of nomination and has gone above and beyond one's standard workload;

f. Additional documentation of exemplary achievement (*Refer to the Awards Categories descriptions on page 1 for additional details.*)
   i. **Teaching Nominations** - Documentation must include persuasive evidence of excellent teaching including, but not limited to, peer evaluations, a summary of student evaluations, and teaching portfolios.
   ii. **Scholarship or Research Nominations** - Recommendations should demonstrate evidence of exceptional scholarship or research that extends or deepens the bounds of knowledge and/or are recognized as innovations in the nominee's discipline.
   iii. **Creative Activity Nominations** - Supporting evidence must include a link to a representational portfolio that could include examples of images, audio or video recordings, writing examples, etc.
   iv. **Public Service Nominations** - Recommendations should demonstrate contributions to the community through involvement in initiatives such as P-20 programs, clinical practice, professional or non-profit organizations, public policy, public health, and entrepreneurship in ways that meaningfully and positively affect the human condition. Other demonstrations of these qualities in letter form should be clearly labeled as supporting documents, not letters of recommendation.
   v. **Mentoring Nominations** - Supporting evidence should document the value of the mentoring. Testimony of current students and graduates is encouraged. and

g. Additional supporting materials.

The entire packet, including supporting materials, is not to exceed 20 pages. Pages in each nomination packet should be numbered. If desired, you may include blank or title pages to separate sections. Dividers do not need to be numbered and do not count towards the 20-page maximum. The RFAC will ask the USM Office of Academic and Student Affairs to return packets for streamlining when they exceed 20 pages. Ideally, nomination packets would be submitted electronically. Please contact regents-faculty-awards@usmd.edu if you need to mail anything to the USM Office.

Criteria for Evaluation: Aforementioned elements of the packet should address the following criteria, which will be part of the evaluation process:
- Local, regional, national, or international reach or impact
- Attention to or consideration of diversity, equity, and/or inclusion principles
- Innovation

Awards Details
- Each recipient of a Teaching; Scholarship or Research; Creative Activity; Public Service; and Mentoring award receives a plaque and $2,000.
- Each recipient of each award that is designated a collaboration receives a plaque and a portion of the $2,000 amount (presented to and divided equally among USM collaborators only).

Awards Selection Process
The Regents Faculty Awards Committee (RFAC) Chair shall be appointed by the CUSF Chair by the first general body meeting of a new academic year, and the RFAC Chair will assemble the RFAC membership in the following month. The CUSF Chair will approve the RFAC membership, and the CUSF general body will be informed of the RFAC membership as soon as it is determined. The RFAC shall include five USM faculty members and one, non-voting USM staff member. RFAC shall consist of at least two faculty members from different comprehensive institutions and at least two faculty members from different research institutions. At least one member will be from a Historically Black College or University, and all RFAC members will represent different USM institutions. The RFAC shall review nominations and will recommend potential award recipients to the Board of Regents for approval. Upon request, the Regents will be provided with the complete portfolio of each potential award recipient. The Regents Faculty Awards Committee can decide to hold a nomination for consideration in the subsequent year. Held over nominations will not be included in institutions' one candidate per 200 eligible faculty members per award category nominee limit. The RFAC will notify the campus of any nominations to be held over when award winners are announced for the original nomination.

Note: The RFAC will judge each nominee only on the basis of evidence contained in the portfolio. Personal knowledge of additional accomplishments in the award categories will not be considered. Members of the RFAC shall excuse themselves from the review of nominees when there is the appearance of a conflict of interest.

Submit Nomination Packets to:

regents-faculty-awards@usmd.edu

Deadline: Friday, November 17, 2023

Direct Questions to: Zakiya Lee at 301-445-1992 or regents-faculty-awards@usmd.edu