

**UNIVERSITY SCHOLARS PROGRAM**  
GUIDELINES FOR ADMINISTRATION OF THE PROGRAM AT UIS

**Who can be nominated?**

All faculty members holding full-time faculty contracts are eligible to be nominated. (Full-time administrators holding faculty rank are not eligible.) A nominee's file will remain active for three years unless the nominee is selected for the award.

**Who can make nominations?**

All faculty members and administrators holding faculty rank may make nominations. There is no limit as to the number of nominees from any department/program or college. No self-nominations are allowed.

**Nomination Guidelines**

1. Nomination materials must include an up-to-date copy of the nominee's curriculum vitae and bibliography, and most importantly, a detailed statement of the justification of the award from the nominator. The justification must make the case for the scholarly excellence of the candidate in **both** teaching and scholarship, as defined on this campus.
2. No letters of appreciation or recommendation should be included.

**Review Panel**

The Review Panel shall consist of one senior faculty member from each college (appointed by the Provost upon recommendation of the dean), one emeritus faculty member appointed by the Chancellor, and the Provost, ex-officio, as the Chair. Faculty members of the Review Panel are ineligible to receive an award.

**Processing Guidelines**

1. All nominations must be received in the Office of the Provost/VCAA, PAC 525, by **Friday, February 5, 2010.**
2. Nominees will be notified and asked to make their personnel files available to the Review Panel.
3. The Review Panel will make its recommendations to the Chancellor, who will make campus recommendations to the Vice President for Academic Affairs.
4. Award recipients will be notified by the President in late summer.
5. The Provost/VCAA will notify the nominees not selected for award.
6. Nomination materials will be placed in the appropriate faculty member's personnel file following conclusion of the award process.