



Nicholls State University

OFFICE OF HUMAN RESOURCES

P.O. Box 2105 Thibodaux, LA 70310 • T 985-448-4050 F 985-449-7026 • www.nicholls.edu

Electronic Notice

TO: Vice Presidents
Deans
Department Heads
Directors
Faculty
President, Alumni Federation

FR: Steven H. Kenney, Jr.
AVP for Human Resources & Chief Diversity and Inclusion Officer

RE: Nominations for Distinguished Service Professor

It is time to call for nominations for the Distinguished Service Professor. To be eligible, nominated faculty should be full-time Nicholls State University employees with the rank of Associate Professor and above who teach full-time or close to full-time. Please submit your nomination through the appropriate channels for this special faculty award.

Attached is a copy of the Official Cover Page Recommendation/Nomination form and procedures for the Distinguished Service Professor. Please refer to the Admins folder (V Drive), Academic Titles and Special Awards, for additional information relative to criteria and other information. Please submit your recommendation to the Office of Human Resources, in a sealed envelope addressed to Steven Kenney, by April 10, 2020.

Thank you for taking the time to review this material, and for nominating faculty members who have distinguished themselves in their service to the University.

Attachment: Recommendation/Nomination Form



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Distinguished Service Professor

Eligibility

All full-time faculty at Nicholls State University with the rank of Associate Professor and above who teach full-time or close to full-time are eligible.

Nominations

A full-time faculty member may be nominated by

- Individual faculty members
- Department heads
- Deans
- Directors
- President of the Alumni Federation

When to Nominate

The nominations will take place during the period of administrative evaluation of faculty and will follow the calendar published by the Office of the Vice President for Academic Affairs. The Office of Human Resources will call for nominations at the appropriate time.

Nomination Procedure

All letter of nomination, with a cover page and supporting documentation, must be channeled through the nominee's department head. The department head will forward to the dean or director all nominations of faculty members from their respective department, and include comments in short letter form pertaining to each of the nominations. Deans and directors will review the nominations and forward them to the Office of Human Resources with preferential comments in short letter form. All packets should be forwarded in individual, sealed envelopes to the Office of Human Resources to the attention of Steven Kenney.

The entire nomination packet will be forwarded to the selection committee. It is important that packets forwarded to the Office of Human Resources arrive in the following order:

- The Cover Page
- The Department Head's comments in short letter form
- The Dean or Director's comments in short letter form
- The letter of nomination addressing the established criteria
- The supporting data/documentation



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*Distinguished Service Professor
Recommendation/Nomination Cover Page*

Information on Nominee:

Name: _____

College: _____ Department: _____

Academic Rank: _____ Date of Employment: _____

Current responsibilities, assignment, or position (as applicable):

Please check in the space provided to the left (below) the attributes and criteria that have been addressed in the recommendation/nomination. This form is to serve as cover page for recommendations/nominations.

Attributes:

An individual nominated for a Distinguished Service Professorship shall possess the following attributes:

_____ a reputation for excellence in instruction, especially in undergraduate teaching;

_____ a record of active and continuing interest and participation in areas of professor-student relations;

_____ dedication to academic field, including the continuation of his/her education;

_____ outstanding professional relationships with other faculty staff members;

_____ academic rank of Associate Professor or Professor;

_____ outstanding service to the University and the community;

_____ a record of significant publications.



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Criteria:

The criteria for the title of Distinguished Service Professor are as follows:

- ___ The Award will be based on outstanding professional leadership and achievement.
- ___ The accomplishments may be artistic, historical, literary, philosophical, scientific, or technical.
- ___ Wide recognition by the academic community beyond Nicholls State University is essential.
- ___ The Award will usually be based on a body of achievement rather than a particular piece of research, creative work, or other accomplishments.
- ___ An achievement shall have been accomplished as a faculty member of Nicholls State University.
- ___ Service to the University is considered essential and includes committee work and involvement in day to day operation of departments, colleges, and divisions, etc.

Nominated By:

Signature: _____ Date: _____

Department _____