

**2023 ACADEMIC AFFAIRS AWARD
OUTSTANDING SCHOLARSHIP BY A GRADUATE STUDENT
NOMINATION FORM**

(To Be Completed by the Nominator)

NAME OF PERSON SUBMITTING NOMINATION

SIGNATURE OF PERSON SUBMITTING NOMINATION

Date:

NAME OF NOMINEE:

NAME OF NOMINEE'S COLLEGE:

NOMINEE'S

DEGREE/CONCENTRATION:

*NOMINATOR: Please provide a letter of support for the nomination of the graduate student for this award.
Please forward the letter and nomination form to the nominee for completion.*

(To Be Completed by the Nominee)

CELL PHONE #: _____ EMAIL ADDRESS: _____

Please enclose with the Nomination Form

1. A current vita (limited to **five** pages)
2. A summary of the scholarly contribution(s) by the nominee (limited to **two** pages)
3. A description of the significance of the nominee's selected scholarly works submitted for the award (limited to **five** pages).
4. Relevant sample documents and/or supporting materials.

Please refer to accompanying selection criteria for further guidance and for instructions for submission.
Address any questions you may have to your Department Chair.

NOMINEE'S SIGNATURE

DATE:

DEPARTMENT CHAIR SIGNATURE

DATE:

DATE:

DEAN'S SIGNATURE

**PROCEDURES AND CRITERIA - OUTSTANDING SCHOLARSHIP
BY A GRADUATE STUDENT**

1. **September 2022:** Award Committees selected by Deans
*The Deans must approve any changes to the award criteria prior to the solicitation of nominees for the award.
November 2022: Nominations Open
February 6, 2023: The Nomination Form, with accompanying documentation, must be submitted to the Chair of the nominee's department
February 17, 2023: The Nomination Form, with accompanying documentation, must be submitted to the Dean of the nominee's college
February 22, 2023: The Nomination Form, with accompanying documentation, must be submitted to the Office of Academic Affairs via email with PDF attachment.
(smcmillan@una.edu)
April 24, 2023: Awards Gala
2. Nominations should be submitted by faculty members or administrators. All UNA graduate students are eligible for the award.
3. The Award will be given for academic excellence in publications, presentations, performances, or productions. Evidence of the significance of publication(s), presentation(s), performance(s), production(s), or practice to outside peers is required.

The primary emphasis of the nomination should be scholarly work conducted while enrolled at UNA.
4. The recipient will receive:
 - A. There will be an acrylic award given to each recipient
 - B. The name of the recipient will be displayed on a permanent plaque
 - C. The recipient will be featured in *Profiles in Excellence*
5. The award will be presented by the Provost and Executive Vice President for Academic Affairs at the University Awards Gala (April 24, 2023).
6. A nominee may not receive the award more than once for the same piece(s) of scholarly work.

Former Recipients:

Ryan R. Benner (COEHS) – 2020
Bandar Alghamdi (COEHS) – 2021
Savanna Knight (COEHS) - 2022

ACADEMIC AFFAIRS AWARDS

- | | |
|---|--|
| ☆ Jim Couch Award for Outstanding Research – Faculty | ☆ Lawrence J. Nelson Award for Outstanding Teaching – Faculty |
| ☆ Outstanding Scholarship – Graduate Student | ☆ Outstanding Teaching Assistant – Graduate Student |
| ☆ Outstanding Service – Faculty & Graduate Student | ☆ Outstanding Advising – Faculty |

ACADEMIC AFFAIRS AWARD COMMITTEE SELECTION:

The **Academic Affairs Award** Committee members are chosen by the college Deans in the Fall semester and approved by the College of Academic Dean Committee during their September meeting. The AA Award committees are made up of the following:

- Three previous faculty recipients
- A staff member from the University Success Center (Advising Award only)
- A faculty member from the College of Arts, Sciences, and Engineering;
- A faculty member from the College of Business and Technology;
- A faculty member from the College of Education and Human Sciences;
- A faculty member from the Anderson College of Nursing and Health Professions;
- A faculty or professional staff member from Educational Technology/Library Sciences (to be rotated annually between the two divisions);
- One student representative (also rotated).

The student representatives from each college will rotate in the following order: Arts, Sciences, and Engineering; Business and Technology; Education and Human Sciences; and Nursing and Health Professions.

COMMITTEE RESPONSIBILITIES:

The Committee will convene in the Fall semester (Sept or Oct) to review responsibilities, timeline/deadlines, select a committee chairperson, review/discuss the nomination criteria and schedule subsequent meetings for nomination packet reviews and voting in February .

When the chairperson is selected, please notify Sheryl McMillan in the Office of Academic Affairs.
smcmillan@una.edu

The Committee will be assigned to a Canvas course which will provide a collaborative environment to house announcements, files and the nomination packets once they are collected in the Provost office.

CHAIRPERSON RESPONSIBILITIES:

The Chairperson will be responsible for coordinating the meeting(s) in the Spring to review the nomination packets and manage a vote collection.

The Chairperson will notify the Office of Academic Affairs (smcmillan@una.edu) of the committee's results, by the noted deadline – March 06, 2023.

The Chairperson will notify the winner and nominees via email – see below for sample dialogue:

Selected as "winner":

Good afternoon ...

On behalf of the Academic Affairs Award for XXXXX Committee, I am pleased to let you know that you have been selected for the Academic Affairs Award for XXX.

Please provide a 150-200 word bio to Ms. Sheryl McMillan (smcmillan@una.edu) by March 27, 2023.

You will be receiving an invitation to the Awards Gala taking place on April XXth, 2023, where your award will be presented by the Provost and Executive Vice President for Academic Affairs.

Congratulations on this well-deserved recognition,

Regrets:

Good afternoon,

On behalf of the "Committee Name", I am writing to thank you for your submissions for the "Award Name". Unfortunately, you were not selected as this year's winner. We appreciate your contributions at UNA.

Thank You So Much,

"Chair Name"

Your time and commitment is greatly appreciated!