Minutes
Faculty Senate Committee on Student and Faculty Honors
8.30-10.00 a.m., May 14, 2004

Members present: Linda Gottfredson (Chair), Shelly Provost Craig, Pablo Huq, Katharine Kerrane, Christina Smiraglia, Lilly Burris, Phillip Flynn, Diane Wright, Dennis Mertz, Jim Scarborough

I. Selection of day's recorder.
II. Minutes were approved from the meeting of April 16, 2004.
III. Award for Approval
   The committee unanimously approved the Carl von Frankenberg Undergraduate Award proposed by the Department of Chemistry and Biochemistry for inclusion in the University Honors Day booklet.

IV. Alison Award

   A. Committee members ranked the candidates for the Alison Faculty Award and Linda summarized the results. Mark Barteau was chosen as the recipient of the award this year.

   B. Considerable discussion then ensued on the quality of evidentiary material that was supplied to support the nominations of the candidates for the Alison Award. Committee members were disappointed in the recommendations from the Deans for several candidates.

   C. Dennis suggested that statements or letters illustrating a nominee’s impact on national or international policy or programs started would be in keeping with the spirit of the award.

   D. The checklist of required materials supplied to the deans by Linda apparently was not understood or followed. It was suggested that a new checklist be sent to deans for the next nominating period. Linda will create a checklist (attached) that requires the candidate’s CV and detailed letters from both the dean and department chair, unless the candidate is the department chair. Letters should address teaching, research, and scholarly activity and the nominee’s impact in each component. Documentation should include letters from former (not present) students and peers outside the institution and should be solicited by the dean. Letters from outside the institution should be mandatory; letters from colleagues in the University will be considered supplementary. Letters from former students should concentrate on the candidate’s impact on the student’s career. Letters from department chairs will focus on excellence in classroom teaching, mentoring or program development.

   E. Linda will compile the comments and suggestions into a checklist and send it to the committee members.
F. It was suggested that the invitation to nominate candidates go to Deans in October with a reminder in March to give them sufficient time to develop an acceptable dossier for their candidates.

V. Annual Report
Linda will put together an annual report summarizing the committee’s efforts over the last two-year period as well as tasks yet to be included. Included will be instructions for award winners’ duties, as was discussed at the previous committee meeting.

Respectfully submitted,
Jim Scarborough
Checklist for Submitting Nomination Dossiers for the 
Francis Alison Faculty Award 
(5/20/04 Draft)

Year: ______________

Nominee:

Name ____________________________________________________________

Department _________________________________________________________

Nominating dean:

Name ____________________________________________________________

College ____________________________________________________________

Contact for questions __________________________ext. _______email.___________

Required evidentiary materials, to be solicited by the dean. Dossier will be returned unread if items are missing.

___ Dean’s letter: Must contain specific detail on impact of candidate’s scholarship and teaching.

___ Chair’s letter (unless chair is the candidate): Must provide specific evidence of important research contributions and of excellence in teaching, mentoring, or other major educational contributions (e.g., program development, instructional websites, workshops, textbooks, outreach).

___ Candidate’s vita

___ Letters from national and international experts

___ Letters from former students

Supplementary materials enclosed

___ Letters from UD colleagues

___ Others (please specify) ____________________________________________

Deadline:   April 15, Faculty Senate Office, 180 South College Avenue.
Questions: Karren Helsel-Spry (karren@udel.edu), Faculty Senate Office, 831-2921.
Or visit the Student and Faculty Honors Committee website (http://www.udel.edu/teachingawards).