PROVOST'S AWARDS FOR ACADEMIC EXCELLENCE

General Application Guidelines and Criteria — 2023–2024

History:

The Provost's Awards for Academic Excellence were established in 2005 to celebrate faculty contributions in the following areas:

Excellence in Teaching
Excellence in Enhancing Learning with Technology
Excellence in Scholarly/Creative/Performing/Professional Activities
Excellence in University and Community Service
Excellence in Multicultural Teaching
Excellence in Internationalizing the Campus

Please note that the information on the documents accessible at the above links are general guidelines for applicants and not intended to be all-encompassing criteria that each candidate must possess for consideration. Applicants are not expected to address each of the listed criteria in a given category, although to be competitive, candidates will have significant contributions in many of the identified areas.

Application Components:

1. **Submission Checklist**

   One (1) page maximum
   Must include applicant's name, signature, and date

2. **Narrative**

   Five (5) pages maximum
   Must be single spaced
   Applicants must include an impact statement which indicates the impact of their activities on students, the University, and the community. If possible, applicants should provide documentation as evidence of this impact.
   For all activities, applicants must specify whether the activity was course-related or a compensated activity (either stipend or release time); the Awards Selection Committee will determine how compensated and uncompensated items compare
   For category-specific details, please see the Award Guidelines for the desired award.

3. **Philosophy**

   One (1) page maximum
   Must describe applicant's philosophy regarding the award category and contributions made in delivering on this philosophy
   For category-specific details, please see the Award Guidelines for the desired award.

4. **Sample Syllabus**

   No page limit
   Include a syllabus for one (1) course

5. **Supporting Documentation**

   Ten (10) pages maximum
   Whenever possible, such as in the case of performing/creative works, applicants may submit multimedia elements as part of their supporting documentation. Each multimedia element submitted counts as one (1) page toward the 10-page maximum [e.g., if submitting four (4) multimedia elements, the remaining supporting documents are limited to six (6) pages maximum].
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Application Formatting:

Margins: 1" (all sides)
Font size: 12-point
Spacing: Single-spaced
Page numbers: Indicated

Important Notes:

Applications are to be submitted using Google Drive folders. Applicants will receive an email with instructions on how to submit their application.

Each section should be clearly labeled. Organize content in reverse chronological order by area.

Avoid the use of technical language or jargon. Committees are comprised of