2024 Provost’s Excellence Awards for PTK Faculty
Selection Committee Procedures

REVIEW CRITERIA:

As set forth in the award description, “the Provost's Excellence Awards for Professional Track Faculty honor those members of the PTK faculty who have made consistently excellent contributions in one of three core areas of academic activity: 1) Teaching, 2) Research, and/or 3) Service.” Each candidate has been nominated for their contributions in one of these core areas.

Excellence in Teaching
1. Interaction with Students: classroom teaching, mentoring, advising
2. Pedagogy: program or curriculum development, enhancement of course material and/or delivery methods, collaboration with other faculty to broaden scope of impact, mentoring of other faculty
3. Contribution beyond instructional duties: scholarship that enhances teaching; service to campus or the discipline

Excellence in Research
1. Objective measures of scholarly output: publications or performance venues, grants/contracts, awards/honors, national academy memberships
2. Scope and impact of scholarly contributions: regional/national/international reputation, reach in discipline
3. Contributions beyond scholarly output: teaching and/or mentoring students or other faculty, service to campus or the discipline

Excellence in Service
1. Supporting either unit level teaching or research missions, or supporting broader institutional or discipline initiatives: e.g., research development, pedagogy transformation, diversity and inclusion initiatives
2. Improving the processes, procedures and success of the unit in achieving its mission
3. Contributions beyond service: e.g., productive research activities; effective, dedicated teacher and/or mentor
REVIEW PROCESS:
While the committee has the freedom to express the desire to proceed in a different manner, we recommend the following process:

1. Each committee member will review the nomination packet for each nominee. The nominees and materials are available on a secure website at https://faculty.umd.edu/apa. After logging in, choose “Review Nominations” from the Nominations menu. The list that appears is in alphabetical order, but may also be sorted by Award Category (just click the column heading), so that nominees for a particular category appear together.

2. You may click the button labeled “Nomination Packet” from this list, or click the button labeled “Enter your vote” and download the nomination packet from there. Based on the materials in the nomination packet, please rate each nominee across the three dimensions listed on the form. You may also leave comments regarding the case in the comments box; these comments will then be visible to other committee members.

3. Each nomination will be assigned a Head Reviewer, who will prepare a summary of the nomination to initiate discussion during the decision-making meeting. This summary can be typed into the comments box.

4. You are asked to submit your ratings by February 2, 2024 so that we can organize the nominations prior to the decision-making meeting to be held in mid-February. At the decision-making meeting, the committee will determine the nominations to be forwarded to the Provost.

5. The Head Reviewer for each selected nominee will be asked to prepare a short blurb summarizing their experience, achievements, and contributions. We can provide sample blurbs from last year to assist with this part of the process.

Note: In general, the committee may recommend two or three nominees per category, but there is no requirement to bestow an award in every category if the committee members do not reach consensus about the merits of the cases in one or more of the categories.