

## Tips for assembling a Faculty Scholar nomination

This award is for “sustained excellence in all scholarly activities” together with outstanding contributions in research, teaching or service. If the nomination is based on research accomplishment, it must recognize a **recent achievement at a critical point in the nominee’s career**. The expectation is that the nominee will be a mid-career scholar. The nomination letter should clearly state whether the nomination is based on research, teaching and/or service and explain the achievement(s).

There are 33 Faculty Scholar awards in total. Each one is held for two years.

The complete package must include a nomination letter of no more than 3 pages, the nominee’s cv, and letters of support, internal and external. It may include any other material the nominator(s) think will support the nomination, but the complete package, exclusive of the cv, **should not exceed 25 pages**. The review committee is multi-disciplinary and nominators and letter-writers should be aware that the committee may not be cognizant of major publications, awards, impacts, workloads etc. in the discipline of the nominee. They should elaborate on the significance of particular achievements and/or the value of particular service.

What constitutes excellence differs by discipline and therefore what constitutes evidence will also differ. A successful nomination is likely to include some combination of:

### Research

- metrics of research outputs as relevant to the discipline
- evidence of the impacts of this research (editorships, advisory or other boards, funding success, community partnerships etc.)
- awards

The evaluation of research excellence is often best supported by letters, particularly international letters, interpreting the research impact.

### Teaching

- awards
- classroom excellence/innovation
- supervision/mentorship
- curricular contributions
- teaching scholarship

The evaluation of teaching excellence is often best supported by peer review of classroom activity, student letters describing impact, or letters interpreting the scholarship impact.

### Service

- committee work, peer review, governance, university leadership roles, external leadership roles etc.

The evaluation of service excellence can be well-supported by internal and/or external letters.

The full terms of reference for this award are available at:

[https://www.uwo.ca/facultyrelations/academic\\_planning/scholars.html](https://www.uwo.ca/facultyrelations/academic_planning/scholars.html)