GUIDELINES FOR NOMINATIONS
COLLEGE OF ENGINEERING FACULTY AWARDS
2019-20

Deadline for Nominations:

Monday 28 October 2019

Contents

Sections

Award Descriptions and Nomination Requirements

Summary Data Sheets

GUIDELINES FOR NOMINATIONS
COLLEGE OF ENGINEERING FACULTY AWARDS

1.   INTRODUCTION

Each year, the College of Engineering honors individual members of its faculty for outstanding contributions to the College, University, and the profession through the following awards, awarded Winter Term:

- Raymond J. and Monica E. Schultz Outreach and Diversity Award
- Monroe-Brown Foundation Education Excellence Award
- John F. Ullrich Education Excellence Award
- Vulcans Education Excellence Award
- Jon R. and Beverly S. Holt Award for Excellence in Teaching
- Thomas M. Sawyer, Jr. Teaching Award
- Trudy Huebner Service Excellence Award
- Herbert Kopf Service Excellence Award
- Monroe-Brown Foundation Service Excellence Award
- H. Scott Fogler Award for Professional Leadership and Service
- Edward Law Emeritus/Emerita Outstanding Service Award
- Rexford E. Hall Innovation Excellence Award
- Wise-Najafi Prize for Engineering Excellence in the Miniature World
- George J. Huebner, Jr. Research Excellence Award
- David E. Liddle Research Excellence Award
- Monroe-Brown Foundation Research Excellence Award
- Kenneth M. Reese Outstanding Research Scientist Award
- Ted Kennedy Family Faculty Team Excellence Award
- 1938E Award
- Stephen S. Attwood Award

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Awards are selected by the College of Engineering Honors & Awards Committee, subject to approval by the College of Engineering Executive Committee.

The next section describes the nomination procedure common to all of the awards, followed by specific information pertinent to each individual award.

2.   NOMINATION PROCEDURE

All nominations are to be submitted as a single, searchable PDF document (no scans) by e-mail to Martha Sweigert (sweigert) in the Office of the Associate Dean for Academic Affairs. Nomination requirements, including the order of documents, are listed on the award information sheets that follow. Nominations that fail to comply with all relevant submission requirements are subject to rejection without review by the Honors & Awards Committee.

Nominations may be initiated by any individual or group of students, staff, or faculty members, except for members of the College Honors & Awards Committee. However, it is recommended that department/division/program chairs/directors or appropriate unit committees coordinate the preparation of nominations and supporting materials. It is further recommended that each department/division/program nominate at most one individual for each award or award category—with the exception that large departments may reasonably nominate two for education and teaching awards.

Again this year, data sheets specific to the category of award (education and teaching, service, or research) will be available. The Stephen S. Attwood and 1938E Awards require all three summary data sheets. Draft templates with available data filled in may be automatically generated by the procedure below.

The data sheets are editable Word documents pre-filled with a faculty member's activities in three areas:

- Education and Teaching
  - Pre-filled with graduated PhD students and classes taught over the last 5 years.
- Service
  - Pre-filled with some CoE committee information from AY 2018-19, as well as service information from departments that provided it.
- Research
  - Pre-filled with proposals submitted and funded as a PI, Co-PI, or Investigator over the last 5 years, as well as publications over the same period.

For each nominee, you need to download only the sheet(s) required by the relevant award. Data sheets should then be reviewed for accuracy and completeness. Sections for which there is no central University data source will need to be filled out in the usual way.

In some sections, the awards committee requires only tallies (e.g., number of students graduated, number of patents, etc.) to be included in the nomination materials. The pre-filled data will include details to help you review for accuracy and correct any omissions before calculating the requested tallies. You are not required to list the details for those sections.

The URL for downloading data sheets will be shared directly with unit administrators and their designated staff. Specific instructions will also be provided for reviewing and including them in nomination materials.

If you have any questions or concerns about the data sheet system, contact caen@umich.edu.

3.   ELIGIBILITY

The Dean, Associate Deans, and Department/Division Chairs of the College of Engineering, as well as members of the College of Engineering Executive Committee, and members of the Honors & Awards Committee are ineligible for the individual awards listed in Section 1. Service in any one of these capacities for part or all of the academic year during which nominations are made is sufficient to preclude eligibility.

The Dean of the College and members of the Honors & Awards Committee are ineligible for the Team Excellence Award. A team will not be excluded from consideration for the Team Excellence Award if administrators are a part of that team but have not played a leadership role on it. As such, Associate Deans of the College, Department/Division Chairs, and members of the College Executive Committee are eligible for the Team Excellence Award if: (a) there are at least two additional members of the team who are not part of the administration; and (b) the administrators who are on the team have not played a leadership role. Associate Deans of the College, Department/Division Chairs, and members of the College Executive Committee who are members of a winning team may not share in the honorarium that accompanies the team award.

Eligibility for any award requires at least a 50% appointment in the College of Engineering (exception is the Wise-Najafi Prize). Faculty members who hold an endowed or collegiate chair are ineligible for the Research Excellence Award. Faculty members who hold a Thurnau Professorship are ineligible for Education and Teaching awards.

Previous award winners are eligible for the same award. Nominations of faculty members for an award they have won previously must show evidence of new activity that merits a repeat award.

4.   LETTERS OF SUPPORT

Supporting letters for award nominations should be limited to one page. Members of the College Honors & Awards Committee or Executive Committee may not submit letters of support.

5.   ANNOUNCEMENT OF AWARDS

Award recipients will be notified by the Associate Dean for Academic Affairs approximately mid-January. Please keep all nomination information confidential until recipients are notified.

RAYMOND J. AND MONICA E. SCHULTZ OUTREACH AND DIVERSITY AWARD

Eligibility:	Assistant Professors, Associate Professors, Professors, Assistant Research Scientists, Associate Research Scientists, Research Scientists, Associate Research Professors, Research Professors, and Lecturers with at least a 0.5 appointment in the College of Engineering for the entire academic year (see Section 3 for ineligible administrators and faculty members).
Criteria:	A deep and sustained commitment to outreach and diversity as an important part of the University's educational mission as demonstrated by academic and outreach programs that show intellectual excellence and diversity in service, teaching, and scholarship.
Award:	One award of $4,000.
Nomination Guidelines:	Required information, in the following order:

(1) Nomination letter that describes the nominee's achievements in diversity and outreach and his or her impact on the University and society.

(2) Two-page curriculum vita of nominee.

(3) One-page listing of activities that demonstrate a commitment to diversity and outreach.

(4) SERVICE summary data sheet.

(5) Two to three one-page letters of support. One to two letters can be from an outside organization or person with whom the faculty member has engaged. The balance must be from faculty (instructional and research), staff, and students from within the University. These letters should include anecdotes about the writer's interactions with the nominee.

Deadline:	**28 October 2019**

EDUCATION AND TEACHING AWARDS

Eligibility: Faculty members with at least a 0.5 appointment in the College of Engineering for the entire academic year. Faculty members who hold a Thurnau Professorship are ineligible for these awards (see also Section 3 for ineligible administrators and faculty members).

Education Excellence Awards: tenure-track faculty members only

Jon R. and Beverly S. Holt Excellence in Teaching Award: tenure-track and non-tenure-track faculty members (2 Awards)

Thomas M. Sawyer, Jr. Teaching Award: non-tenure-track faculty members only

Criteria: Demonstrated sustained excellence in curricular development, instruction, and guidance at both the undergraduate and graduate levels. This includes demonstrated excellence in graduate student supervision; the development of new courses, teaching laboratories, teaching techniques, textbooks, and software; enhancement of technical communication skills among the faculty and students; bringing research into the classroom (leading to skills required for graduate study and research careers); contextual learning (the broader public impact or interdisciplinary implications); and dedication to students, particularly in one-on-one pedagogy.

Awards: Six awards of $4,000 each named as follows:

   (1) Monroe-Brown Foundation Education Excellence Award
   (2) John F. Ullrich Education Excellence Award
   (3) Vulcans Education Excellence Award
   (4) Jon R. and Beverly S. Holt Excellence in Teaching Award – 2 Awards
   (6) Thomas M. Sawyer, Jr. Teaching Award

Please nominate faculty members to the Education and Teaching Awards category only. The ADAA and Advancement offices will match the recipients with the specific awards.

Nomination Guidelines: Required information, in the following order:

   (1) Nomination letter that describes the nominee's achievements and his or her impact on the field and/or society.

   (2) Two-page curriculum vita of nominee.

   (3) EDUCATION AND TEACHING summary data sheet.

(4) Two to three one-page letters of support from faculty (instructional and research), staff, and students from <u>within</u> the University. These letters should include anecdotes about the writer's interactions with the nominee. External letters will not be considered.

Deadline: **28 October 2019**

SERVICE EXCELLENCE AWARDS

Eligibility:	Assistant Professors, Associate Professors, Professors, Associate Research Professors, and Research Professors with at least a 0.5 appointment in the College of Engineering for the entire academic year (see Section 3 for ineligible administrators and faculty members).
Criteria:	Demonstrated significant service contribution at the College and/or University levels, including the development of new extracurricular programs; advising student societies and student groups with major projects; program advisor; visiting high schools, junior colleges, and other groups to inform them about the College or University; contributions to the functioning of the College as exemplified by service on major committees, leadership roles, and interfacing between the College and the outside communities (city, state, nation, world). The service recognized by this award should not have been performed as part of an administrative appointment.

Awards: Three awards of $4,000 each named as follows:

   (1) Trudy Huebner Service Excellence Award
   (2) Herbert Kopf Service Excellence Award
   (3) Monroe-Brown Foundation Service Excellence Award

Please nominate faculty members to the Service Excellence Award category only. The ADAA and Advancement offices will match the recipients with the specific awards.

Nomination Guidelines: Required information, in the following order:

(1) Nomination letter that describes the nominee's achievements and impact through service.

(2) Two-page curriculum vita of nominee.

(3) SERVICE summary data sheet.

(4) Two to three one-page letters of support from faculty (instructional and research), staff, and students from <u>within</u> the University. These letters should include anecdotes about the writer's interactions with the nominee. External letters will not be considered.

Deadline: **28 October 2019**

H. SCOTT FOGLER AWARD FOR PROFESSIONAL LEADERSHIP AND SERVICE

Eligibility: Assistant Professors, Associate Professors, Professors, Lecturers, as well as Research Scientists and Research Professors of all ranks with at least a 0.5 appointment in the College of Engineering for the entire academic year (see Section 3 for ineligible administrators and faculty members).

Criteria: Significant national or international impact on the field of engineering through leadership or service external to the College of Engineering. Demonstrated leadership and service with professional societies and organizations, governments, or other public or private non-governmental organizations, and/or authoring of definitive texts within the field of engineering. Demonstrated impact of this service and leadership through confirmed outcomes and/or external recognition of contributions.

Award: One award of $4,000.

Nomination Guidelines: Required information, in the following order:

(1) Nomination letter that describes the nominee's achievements and his or her impact on the field and/or society.

(2) Two-page curriculum vita of nominee.

(3) SERVICE summary data sheet.

(4) Two to three one-page letters of support. One to two letters can be from an outside organization or person with whom the faculty member has engaged. The balance must be from faculty (instructional and research), staff, and students from within the University. These letters should include anecdotes about the writer's interactions with the nominee.

Deadline: **28 October 2019**

EDWARD LAW EMERITUS/EMERITA OUTSTANDING SERVICE AWARD

Eligibility:	Faculty members who have held the title of Emeritus or Emerita Professor, Emeritus or Emerita Research Professor, or Emeritus or Emerita Research Scientist for two or more years.
Criteria:	This award recognizes an emeritus or emerita faculty member who has continued to provide valuable service, which may include teaching and research to the College of Engineering after retirement.
Award:	One award of $4,000.
Nomination Guidelines:	Required information, in the following order:

(1) Nomination letter that describes the nominee's achievements and his or her impact on the College.

(2) Two-page curriculum vita of nominee.

(3) SERVICE summary data sheet.

(4) Two to three one-page letters of support from faculty (instructional and research, Emeritus and Emerita), staff, and students from <u>within</u> the University. These letters should include anecdotes about the writer's interactions with the nominee. External letters will not be considered.

Deadline:	**28 October 2019**

REXFORD E. HALL INNOVATION EXCELLENCE AWARD

Eligibility: Assistant Professors, Associate Professors, and Professors as well as Research Scientists and Research Professors of all ranks with at least a 0.5 appointment in the College of Engineering for the entire academic year. Faculty members who hold an endowed or collegiate chair are eligible for this award (see Section 3 for ineligible administrators and faculty members).

Criteria: The award recognizes any of the following accomplishments: a) developed a breakthrough technology and demonstrated its transformational potential in engineering practice or the market; b) taken significant innovation developed, in part, within the College through to market readiness, either through partnership with a commercial enterprise or by starting a company; c) taken significant innovations developed, in part, within the College and deployed them towards societal good. This award is intended to recognize entrepreneurial aspects of innovation that fall outside the scope of innovation in basic research, education, and service.

Award: One award of $4,000 to an individual faculty member or a team.

Nomination Guidelines: Required information, in the following order:

(1) Nomination letter that describes the nominee's impact in business, entrepreneurship, or towards social value.

(2) Two-page curriculum vita of nominee.

(3) One-page listing of the nominee's most relevant patents and entrepreneurial activities.

(4) RESEARCH summary data sheet.

(5) Up to two one-page letters of support from cognizant faculty and staff from <u>within</u> the University. Up to two external letters from cognizant parties substantiating the current and anticipated future impact of the nominee's innovations in business, entrepreneurship, or towards broader social value. Where possible, these letters should include anecdotes about the writer's interactions with the nominee.

Deadline: **28 October 2019**

WISE-NAJAFI PRIZE FOR ENGINEERING EXCELLENCE IN THE MINIATURE WORLD

Eligibility: Tenure-track and research-track faculty members of any rank, with at least a 0.5 appointment for the entire academic year (see Section 3 for ineligible faculty members). Note that whereas this prize is awarded by the College of Engineering, faculty members from all academic units of the University of Michigan are eligible.

Criteria: Outstanding research and scholarship related to engineering at the meso-scale, micron-scale, nano-scale, and beyond. Consideration will be given to candidates who have shown exceptional creativity in the science and engineering of miniaturization.

Award: One award of $4,000.

Nomination Guidelines: Required information, in the following order:

(1) Nomination letter that describes the nominee's achievements in the field of miniature engineering, as well as their impact on the field and/or society.

(2) Two-page curriculum vita of nominee.

(3) RESEARCH summary data sheet.

Deadline: **28 October 2019**

RESEARCH EXCELLENCE AWARDS

Eligibility: Assistant Professors, Associate Professors, and Professors with at least a 0.5 appointment in the College of Engineering for the entire academic year. Faculty members who hold an endowed or collegiate chair are ineligible for this award (see also Section 3 for ineligible administrators and faculty members).

Criteria: Demonstrated sustained excellence in research and related scholarly activities.

Awards: Three awards of $4,000 each named as follows:

    (1) George J. Huebner, Jr. Research Excellence Award
    (2) David E. Liddle Research Excellence Award
    (3) Monroe-Brown Foundation Research Excellence Award

Please nominate faculty members to the Research Excellence Award category only. The ADAA and Advancement offices will match the recipients with the specific awards.

Nomination Guidelines: Required information, in the following order:

(1) Nomination letter that describes the nominee's achievements and his or her impact on the field and/or society.

(2) Two-page curriculum vita of nominee with an additional page listing the ten most relevant publications.

(3) RESEARCH summary data sheet.

(4) Two to three one-page letters of support from faculty (instructional and research), staff, and students from within the University. These letters should include anecdotes about the writer's interactions with the nominee. External letters will not be considered.

Deadline: **28 October 2019**

KENNETH M. REESE OUTSTANDING RESEARCH SCIENTIST AWARD

Eligibility:	Assistant Research Scientists, Associate Research Scientists, and Research Scientists, and Research Associate and Research Professors with at least a 0.5 appointment in the College of Engineering for the entire academic year (see Section 3 for ineligible faculty members).
Criteria:	Demonstrated sustained excellence in research and related scholarly activities.
Awards:	Maximum of two awards of $4,000 each.
Nomination Guidelines:	Required information, in the following order:

(1) Nomination letter that describes the nominee's achievements and his or her impact on the field and/or society.

(2) Two-page curriculum vita of nominee with an additional page listing the ten most relevant publications.

(3) RESEARCH summary data sheet.

(4) Two to three one-page letters of support from faculty (instructional and research), staff, and students from <u>within</u> the University. These letters should include anecdotes about the writer's interactions with the nominee. External letters will not be considered.

Deadline:	**28 October 2019**

TED KENNEDY FAMILY FACULTY TEAM EXCELLENCE AWARD

Eligibility: A team must contain at least two Assistant, Associate, or Professors in the instructional or research track with at least 0.5 appointments in the College of Engineering for the most recent academic year. The team may also include other University of Michigan Assistant, Associate, Professors, Research Scientists or Research Professors. Team members would be identified by tangible evidence of balanced, active team involvement such as patent and publication citation, project principal investigator, joint teaching responsibility, shared committee responsibility, etc. (see Section 3 for ineligible administrators and faculty members). Associate Deans of the College, Department/ Division Chairs, and members of the College Executive Committee are eligible for the team award if there are at least two members of the team who are not part of the administration and the administrators who are on the team have not played a lead role. Associate Deans of the College, Department/Division Chairs, and members of the College Executive Committee who are members of a winning team cannot share in the honorarium that accompanies the team award.

Criteria: Production of an extraordinary and significant piece of work from current or recent collaboration in teaching or research to the College of Engineering. Examples might include but are not limited to a new device or process, a new theory, a significant practical application, or a new curriculum development. The nomination statement should outline reasons for this work's significance and for the importance of team effort to the group's overall success. Interdisciplinary activity is encouraged but is not a necessary factor for consideration. Judgment will be based on overall impact for the College of Engineering and the degree to which the accomplishment reflects contributions from all team members.

Award: $2,000 awarded to each team member or up to a maximum of $8,000 for the team (distributed equally to each team member).

Nomination Guidelines: Required information, in the following order:

(1) Nomination letter that describes the significance of the team's work and impact.

(2) Two-page curriculum vita with an additional page listing the ten most relevant publications for each team member.

(3) Two to three one-page letters of support from faculty (instructional and research), staff, and students from <u>within</u> the University. These letters should include anecdotes

about the writer's interactions with the team or its members. External letters will not be considered.

(4) Confidential statements from each team member, up to 400 words, providing their view of the work's significance, their own contribution, and a brief description of contributions from other team members (including those who might not originally be cited).

(5) Links to up to five selected reports, articles, or other material describing the work and establishing significance.

Deadline: **28 October 2019**

1938E AWARD

Eligibility:	This award is presented to an Assistant Professor with at least a 0.5 appointment in the College of Engineering for the entire academic year (see Section 3 for ineligible faculty members).
Criteria:	This award is presented in recognition of an outstanding teacher in both elementary and advanced courses, an understanding counselor of students who seek guidance in their choice of career, a contributor to the educational growth of his or her College, and a teacher whose scholarly integrity pervades his or her service to the University and the profession of Engineering.
Award:	One award of $10,000.

Nomination Guidelines: Required information, in the following order:

(1) Nomination letter that describes the nominee's achievements and his or her impact on the field and/or society.

(2) Two-page curriculum vita of nominee with an additional page listing the ten most relevant publications.

(3) EDUCATION AND TEACHING, SERVICE, and RESEARCH summary data sheets.

(4) Two to three one-page letters of support from faculty (instructional and research), staff, and students from <u>within</u> the University. These letters should include anecdotes about the writer's interactions with the nominee. External letters will not be considered.

Deadline: **28 October 2019**

STEPHEN S. ATTWOOD AWARD

Eligibility:	Assistant Professors, Associate Professors, and Professors with at least a 0.5 appointment in the College of Engineering for the entire academic year (see Section 3 for ineligible administrators and faculty members).
Criteria:	Extraordinary achievement in teaching, research, service, and other activities that have brought distinction to the College and University.
Award:	One award of $15,000.
Nomination Guidelines:	Required information, in the following order:

(1) Nomination letter that describes the nominee's achievements and his or her impact on the field and/or society.

(2) <u>Ten-page</u> curriculum vita of nominee.

(3) EDUCATION AND TEACHING, SERVICE, and RESEARCH summary data sheets.

(4) Two to three one-page letters of support from faculty (instructional and research), staff, and students from <u>within</u> the University. These letters should include anecdotes about the writer's interactions with the nominee. External letters will not be considered.

Deadline:	**28 October 2019**