



Date: February 6, 2017

To: All Faculty Members

From: Ngai Pindell

Vice Provost for Faculty Affairs

RE: **CALL FOR NOMINATIONS** – 2017 Outstanding Department Chair / Academic Director Award

The Office of the Executive Vice President and Provost is pleased to announce the opening of the nomination period for the 2017 Outstanding Department Chair / Academic Director Award. The recipient of the award will receive a plaque and \$3,000.

I. ELIGIBILITY

- A. Current or recent service in the previous year as a chair of an academic department or director of a school. Nominees will have supervised academic faculty and reported directly to an academic dean.
- B. Service as a chair or director for least one three year term prior to the nomination deadline.
- C. Previous awardees are eligible for renomination after five (5) years.

II. DUE DATE

All nomination materials must be sent to the Office of the Vice Provost for Faculty Affairs as a **single PDF file**, (file name = your surname), via email to elaine.anderson@unlv.edu **before 5:00 p.m., Monday, March 6, 2017**. Include a table of contents that follows the structure listed in Section III. Before each section, (A, B, C, or D), insert a divider page that identifies the section.

III. NOMINATION MATERIALS

Nomination materials include the following:

- A. **A letter of nomination by a full-time academic faculty member.** The nomination letter should include the name of the department chair/academic director being nominated; the department name; and examples of excellence demonstrated by the chair/director in each of the 3 areas listed in the criteria below in no more than two pages. Leadership qualities and administrative activities that can be highlighted in the nomination letter are bulleted and should reflect the individual's current service as chair or director and not to his or her teaching or research / creative activity accomplishments.
- B. **A support letter from the Dean.** The Dean's letter of support should provide additional examples highlighting the nominee's performance within each of the areas listed with reference to the department's allocation of resources (i.e., overall and PTI budgets, GA allocations). The Dean's letter should also include a statement regarding the level of confidence of the department/academic faculty of that chair/director.
- C. **Departmental narrative provided by the nominee.** Nominees are asked to submit achievements listed in the criteria along with a summary of the faculty metrics listed below where applicable.
 - a. Faculty Metrics
 - i. Number of faculty in the department
 - ii. Average number of course assignments per faculty
 - iii. Faculty Productivity - average number of publications per faculty member (publication and grants)
 - iv. Trend in application for internal/external funding
 - v. Write a narrative demonstrating your accomplishments supporting faculty success and advancement.

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D. Department Profile and Student Success Metrics. Department metrics available through Decision Support will be pulled by the review committee and used to contextualize the department profile and the chair role as applicable.

- a. Student Success
 - i. RPC
 - ii. First-year full-time freshman retention
 - iii. Six-year cohort graduation rates over a 3-year trend (undergraduate)
 - iv. Graduate graduation rates over a 3-year trend
- b. Department Profile
 - i. Headcount majors for both undergraduate and graduate programs

IV. CRITERIA

Criteria to be considered by the selection committee include, but are not limited to, excellence in the following three areas:

A. Dynamic and Visionary Leader

- a. Unit strategic plans are consistent with university aspirations and goals;
- b. Demonstrates high energy and enthusiasm;
- c. Encourages mentorship of faculty and excellence in performance and productivity

B. Effective Administrator/Manager

- a. Administrative actions guided by professional values and goals;
- b. Knowledge of and adherence to policies, procedures, and regulations;
- c. Administers the budget effectively and fairly
- d. Makes logical and sound decisions;
- e. Supports and enables faculty governance;
- f. Effective advocate for the department or school;

C. Outstanding Interpersonal Skills and Collegiality

- a. Addresses issues promptly and effectively;
- b. Seeks advice, considers divergent opinions, and demonstrates respect for others;
- c. Objective and fair evaluation of faculty and staff;
- d. Keeps personnel informed of plans and activities

The Leadership Development Council shall serve as the selection committee. The nominees and the awardee will be notified by email by March 27, 2017. The award recipient will be recognized at the Academic Achievement Awards Ceremony on April 19, 2017. If you have questions about this award, please contact Elaine Anderson at extension 5-3496.

UNLV Outstanding Chairs / Directors

Ron Smith, Sociology 2005	Todd Jones, Philosophy 2012
Chris Hudgins, English 2006	John Tuman, Political Science 2013
Tom Pierce, Special Education 2007	Gillian Galbraith, Biomedical Studies 2014
Percy Poon, Finance 2008	Joel Lieberman, Criminal Justice 2015
David Hassenzahl, Environmental Studies 2010	Paulette Tandy, Accounting 2016
David Wrobel, History 2011	