



To: UNLV Campus Community

From: Office of Faculty Affairs

RE: **Call for Nominations – 2021 Outstanding Department Chair/Academic Director Award**

The Office of Faculty Affairs is pleased to announce the opening of the nomination period for the 2021 Outstanding Department Chair/Academic Director Award. This award is given annually to honor a chair/director who epitomizes the highest levels of excellence in pursuit of the unit's mission and strategic goals. The winner of the award will receive a plaque and \$3,000.

I. ELIGIBILITY

- A. Nominees must have current or recent service in the previous year as chair of an academic department or director of a school, supervising academic faculty members and reporting directly to an academic dean.
- B. Nominees must have completed service as a chair or director for at least one three-year term prior to the nomination deadline.
- C. Previous winners of this award are eligible for re-nomination after five (5) years.

II. SUBMISSION DETAILS

- A. **Due Date/Time:** Nominations must be submitted by **Friday, February 26, 2021, at 5:00PM (PST)**. Late submissions will not be considered.
- B. **Electronic Form:** Nominations must be submitted through the electronic submission form at https://unlv.co1.qualtrics.com/jfe/form/SV_eyYPR7frdYzWrwF. All required materials must be combined into a single PDF file for upload into the online form.
- C. **File Name:** The nomination packet submitted through the online form must use the following file name convention: **LastName_FirstName_ChairAward.pdf** (e.g., Doe_Jane_ChairAward.pdf).

III. REQUIRED MATERIALS

Nomination packets must include the following elements:

- A. **Cover sheet.** The first page of the nomination packet should be a cover sheet with the nominee's full name, job title, department/unit, college/school, and email address.
- B. **Table of contents.** A table of contents that lists items C through E below should follow the cover sheet.
- C. **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 areas listed in the selection criteria in Section IV below. Leadership qualities and administrative activities highlighted in the nomination letter should reflect the individual's service as chair or director and not to his or her

teaching, research, or creative activity accomplishments. The letter must be limited to two pages in length.

- D. **Letter of support from the Dean.** The Dean's letter of support should provide additional examples that highlight the nominee's performance in each of the areas listed with reference to the department's allocation of resources (i.e., overall and PTI budgets and GA allocations). The Dean's letter should also include a statement regarding the level of confidence in which the chair/director is held by the department or unit's academic faculty. The letter must be limited to two pages in length.
- E. **Departmental narrative provided by the nominee.** Nominees are asked to submit a narrative statement describing their efforts to support student and faculty success and their achievements with respect to the selection criteria in Section IV below. The statement should contain descriptive statistics that provide a contextual basis for the narrative, including:
 - 1. Major headcount (both undergraduate and graduate)
 - 2. Total number of faculty (all types) and staff
 - 3. Average number of course assignments per faculty member
 - 4. If applicable, applications for external funding and awards in the department (total dollars) during the last three fiscal years
 - 5. Trends in faculty productivity, including average number of publications and grants per faculty member

IV. CRITERIA CONSIDERED BY SELECTION COMMITTEE

Criteria to be considered by the selection committee include excellence in the following areas:

A. Strong leadership skills

- 1. Has developed unit strategic plans that are consistent with university aspirations and goals
- 2. Encourages excellence in performance and productivity
- 3. Promotes mentorship of faculty

B. Effective administration/management

- 1. Takes administrative actions that are guided by professional values and goals
- 2. Has knowledge of and practices adherence to policies, procedures, and regulations
- 3. Administers the budget effectively and fairly
- 4. Makes logical and sound decisions
- 5. Supports and enables faculty governance
- 6. Is an effective advocate for the department or school

C. Outstanding interpersonal communication and collegiality

- 1. Addresses issues promptly and effectively
- 2. Seeks advice, considers divergent opinions, and demonstrates respect for others
- 3. Conducts objective and fair evaluations of faculty and staff
- 4. Keeps personnel informed of plans and activities

D. Positive trajectory of department metrics

- 1. Retention rate for first-year, full-time (FYFT) students in the department, including trend over the last three years
- 2. Six-year cohort graduation rate for the department (FYFT students in the department who graduated anywhere in UNLV), including trend over the last three years

3. Six-year cohort graduation rate for new master's students
4. If applicable, eight-year cohort graduation rate for new doctoral students

The nominees and award winner will be notified of the decision via email by March 31, 2021. The award recipient will be recognized at the Academic Achievement Awards Ceremony (virtual) on April 20, 2021.

For any questions about the application process for this award, please contact Debra Coleman, Executive Assistant in the Office of Faculty Affairs, at (702) 895-3496.

Previous Winners
UNLV Outstanding Chairs/Directors

Chris Kearney, Psychology (2020)	Todd Jones, Philosophy (2012)
Robert Futrell, Sociology (2019)	David Wrobel, History (2011)
Barbara Roth, Anthropology (2018)	David Hassenzahl, Environmental Studies (2010)
Merrill Landers, Physical Therapy (2017)	Percy Poon, Finance (2008)
Paulette Tandy, Accounting (2016)	Tom Pierce, Special Education (2007)
Joel Lieberman, Criminal Justice (2015)	Chris Hudgins, English (2006)
Gillian Galbraith, Biomedical Studies (2014)	Ron Smith, Sociology (2005)
John Tuman, Political Science (2013)	