



FACULTY & STAFF AWARDS PROGRAM PROCEDURES AND GUIDELINES

1. An individual may apply for any one of the awards [**Note:** the Support Staff Service award is only available to the RCOB support staff]. A candidate may be self-nominated, or an individual may be nominated by any RCOB faculty or support staff member.
2. Only full-time faculty and staff are eligible for the RCOB awards. The recipient of an award (except faculty-sponsored student research) is not eligible for that award for another three years. A faculty member may receive only one teaching, research, or service award per year (faculty-sponsored student research, Richards Scholar, and faculty development grants may be awarded concurrently with another award).
3. The following guidelines should be followed when applying for one of the awards:
 - Submit a completed award application form. If applying for more than one, please submit a separate application and cover page for each.
 - Submit a one-page summary that describes in detail why the candidate is deserving of the award.
 - Applicants for the research awards must submit copies of actual publication pages as attachments to the summary. Only publications in print are eligible for consideration; acceptances and promises of publication are not eligible for this award.
 - Applicants for the teaching awards must include in their one-page summary data describing all teaching evaluations that were received during the period of nomination. Although teaching evaluations are an important criterion, other criteria will be considered when evaluating teaching excellence.
4. Applications should be submitted to the candidate's department chair and/or unit supervisor (i.e., SBDC).
5. Eligibility for awards is determined by activities taking place between January and December 2017; eligibility for faculty development grant is based on proposed activities during FY 2019. All applications must be submitted to the respective chair and/or unit supervisor no later than **Monday, March 5, 2018.**
6. Recipients may choose to receive \$1,000 (benefits and taxes will apply) or by deposit into the department account to be used for professional development.
7. A screening committee consisting of the department chairs and assistant and associate deans will evaluate all award applications. The Dean of the RCOB will review all recommendations made by the screening committee and identify award recipients. Recipients will be recognized at the RCOB Spring Faculty & Staff meeting.