GUIDELINES FOR NOMINATIONS FOR
COLLEGE OF ENGINEERING FACULTY AWARDS 2012-2013

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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**

- Stephen S. Attwood Award (1)
- Education Excellence Award (3)
- Research Excellence Award (3)
- Service Excellence Award (3)

Innovation Excellence Award (1) **NEW AWARD**

- Kenneth M. Reese Outstanding Research Scientist Award (2)
- Thomas M. Sawyer, Jr. Teaching Award (1)
- Neil Van Eenam Memorial Undergraduate Teaching Award (1)
- Raymond J. and Monica E. Shultz Outreach & Diversity Award (1)
- 1938E Award (1)
- Ted Kennedy Family Team Excellence Award (1)

**Deadline for Nominations:**

**Monday, November 19, 2012**

Awards are selected by the College of Engineering Honors and Awards Committee, subject to approval by the College 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 should be submitted to the College of Engineering Honors and Awards Committee, c/o Chanda Doxie, 2458 LEC 2102. Although nominations may be initiated by any individual, (or group of) student(s), staff, or faculty and may be submitted directly to the Honors and Awards Committee, it is recommended that department/division chairs or appropriate departmental/division committees coordinate the preparation of nominations and supporting materials. All nominations should include the following, unless otherwise noted: a two-page curriculum vita of the nominee with a list of the ten most relevant publications, a nomination questionnaire, and a nomination statement that speaks most directly to the importance of the nominee's accomplishments. It is recommended that each department/division make no more than one nomination for each award.

Because teaching, research, and service form an integral part of a faculty member's activities, the nomination statement should address contributions in all three areas for any of the faculty awards, but should also highlight the specific contributions to teaching for the Teaching Excellence Award, research for the Research Excellence Award, and service for the Service Excellence Award. During the selection and evaluation process, the Honors and Awards Committee will assign significantly more weight to teaching contributions for a Teaching Excellence Award, for example, than to the other two activities, but the selection criteria will not be based on teaching alone. The same is true for the research, service and innovation categories. Each nomination must be combined into a single pdf file for submission.

Any nomination that fails to comply with all relevant submission requirements will be rejected without review by the Honors and Awards Committee.

3. ELIGIBILITY

The Dean, Associate Deans, and Department/Division Chairs of the College of Engineering, as well as members of the College Executive Committee, and members of the Honors and Awards Committee are not eligible for any of 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 determines eligibility for any of the listed awards.

The Dean of the College and members of the Honors and Awards Committee are not eligible 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 cannot share in the honorarium that accompanies the team award.

Eligibility for any award requires at least a 50% appointment in the College of Engineering unless otherwise noted. Faculty members who hold an endowed/collegiate chair are ineligible for the Research Excellence Award. Faculty members who hold Thurnau Professorships are ineligible for the Education Excellence Award.

Previous award winners are eligible for the same award. Nominations of faculty members being nominated for an award they have won previously must show evidence of new activity that warrants a new research, teaching, or service award.

4. NOMINATION MATERIALS

The nomination should consist of the following five items in the following order:

1. Nomination statement that describes the nominee’s achievements.

2. Vita **(maximum of 2 pages unless otherwise noted)**, plus a list of the ten most relevant publications.

3. Nomination questionnaire (enclosed).

4. Letters of support from faculty, research faculty, staff, and students should come from within the University, unless otherwise noted. These letters should not be from members of the College Executive Committee or from members of the Honors and Awards Committee.

5. Additional items specifically requested for the Team Excellence Award.

All materials submitted in excess of the guidelines will not be considered by the Honors and Awards Committee.
STEPHEN S. ATTWOOD AWARD

Eligibility: Assistant, Associate, and Professors with at least 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: Maximum of one award of $15,000.

Nomination Guidelines: Required information:

(1) Nomination statement that describes the nominee's achievements and their impact on the field and/or society.

(2) Full curriculum vita of nominee with a list of the ten most relevant publications (see Section 4).

(3) Nomination Questionnaire.

(4) Three to five letters of support from faculty, research faculty, staff, and students from within the University (external letters will not be considered). These letters should include anecdotes about the nominator’s interactions with the nominee.

(5) Other information relevant to the award.

Deadline: November 19, 2012
EDUCATION EXCELLENCE AWARD

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

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, and software packages for self teaching; bringing research into the classroom (leading to skills required for graduate study and research careers); and emphasizing contextual learning (the broader public impact or interdisciplinary implications).

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

1) John F. Ullrich Education Excellence Award
2) Vulcans Education Excellence Award
3) Monroe-Brown Foundation Education Excellence Award

*Please only nominate faculty to general category. ADAA and College Relations will match recipient with specific award.

Nomination Guidelines: Required information:

1) Nomination statement that describes the nominee's achievements and their impact on the field and/or society.
2) Two-page curriculum vita of nominee with a list of the ten most relevant publications (see Section 4).
3) Nomination Questionnaire.
4) Three to five letters of support from faculty, research faculty, staff, and students from within the University (external letters will not be considered). These letters should include anecdotes about the nominator’s interactions with the nominee.
5) Other information relevant to the award.

Deadline: November 19, 2012
RESEARCH EXCELLENCE AWARD

Eligibility: Assistant, Associate, and Professors with at least 0.5 appointment in the College of Engineering for the entire academic year. Faculty members who hold an endowed/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 only nominate faculty to general category. ADAA and College Relations will match recipient with specific award.

Nomination Guidelines: Required information:

(1) Nomination statement that describes the nominee's achievements and their impact on the field and/or society.
(2) Two-page curriculum vita of nominee with a list of the ten most relevant publications (see Section 4).
(3) Nomination Questionnaire.
(4) Three to five letters of support from faculty, research faculty, staff, and students from within the University (external letters will not be considered). These letters should include anecdotes about the nominator’s interactions with the nominee.
(5) Other information relevant to the award.

Deadline: November 19, 2012
SERVICE EXCELLENCE AWARD

Eligibility: Assistant Professors, Associate Professors, Professors, Associate Research Professors and Research Professors with at least 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 role, 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

*NPlease only nominate faculty to general category. ADAA and College Relations will match recipient with specific award.

Nomination Guidelines: Required information:
(1) Nomination statement that describes the nominee's achievements and their impact on the field and/or society.
(2) Two-page curriculum vita of nominee with a list of the ten most relevant publications (see Section 4).
(3) Nomination Questionnaire.
(4) Three to five letters of support from faculty, research faculty, staff, and students from within the University (external letters will not be considered). These letters should include anecdotes about the nominator’s interactions with the nominee.
(5) Other information relevant to the award.

Deadline: November 19, 2012
INNOVATION EXCELLENCE AWARD

Eligibility: Assistant, Associate, and Full Professors as well as Research Scientists and Research Professors of all ranks with at least 0.5 appointments in the College of Engineering for the entire academic year. Faculty members who hold an endowed/collegiate chair are eligible for this award.

Criteria: The award recognizes the following accomplishments: a) developed a breakthrough technology and demonstrated its transformational potential in engineering practice or 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.

Awards: One award of $4,000 named as follows “Innovation Excellence Award” to an individual faculty or a team.

Nomination Guidelines: Required information:

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

(2) Two-page curriculum vita of nominee with a list of most relevant patents, and entrepreneurial activities.

(3) Nomination Questionnaire.

(4) Up to two letters of support from cognizant faculty, staff, from within the University. Up to two external letters from cognizant parties substantiating 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 nominator’s interactions with the nominee.

(5) Other information relevant to the award.

Deadline: November 19, 2012
KENNETH M. REESE OUTSTANDING RESEARCH SCIENTIST AWARD

Eligibility: Assistant, Associate, and Research Scientists, and Research Associate and Research Professors with at least 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:

1. Nomination statement that describes the nominee's achievements and their impact on the field and/or society.
2. Two-page curriculum vita of nominee with a list of the ten most relevant publications (see Section 4).
3. Nomination Questionnaire.
4. Three to five letters of support from faculty, research faculty, staff, and students from within the University (external letters will not be considered). These letters should include anecdotes about the nominator’s interactions with the nominee.
5. Other information relevant to the award.

Deadline: November 19, 2012
THOMAS M. SAWYER, JR. TEACHING AWARD

for Non tenure-track faculty

Eligibility: Assistant, Associate, and Research Scientists; Research Associate Professors and Research Professors; Associate Professors and Professors of Engineering Practice; Lecturers; Adjunct or Visiting Lecturers; Adjunct Assistant, Associate or Professors; Visiting Assistant, Associate or Professors; Associate or Professors emeriti/ae with appointment in the College of Engineering for the entire academic year (see Section 3 for ineligible administrators and faculty members).

Criteria: Demonstrated sustained excellence in instruction and guidance at the undergraduate and/or graduate levels, including, but not limited to: the development of new courses, enhancement of technical communication skills among faculty and students, curriculum planning, and dedication to students, particularly in one-on-one pedagogy.

Awards: Maximum of one award of $4,000.

Nomination Guidelines: Required information:

(1) Nomination statement that describes the nominee's achievements and their impact on the field and/or society.

(2) Two-page curriculum vitae of nominee with a list of the ten most relevant publications (see Section 4).

(3) Nomination Questionnaire.

(4) Three to five letters of support from faculty, research faculty, staff, and students from within the University (external letters will not be considered). These letters should include anecdotes about the nominator’s interactions with the nominee.

(5) Other information relevant to the award.

Deadline: November 19, 2012
NEIL VAN EENAM MEMORIAL UNDERGRADUATE TEACHING AWARD

Eligibility: Assistant, Associate, and Professors with at least 0.5 appointment in the College of Engineering for the entire academic year (see Section 3 for ineligible administrators and faculty members).

Criteria: Demonstrated sustained excellence in curricular development, instruction and guidance at the undergraduate level in the field of Engineering. This includes demonstrated excellence in the development of new courses, teaching laboratories, teaching techniques, and software packages for self teaching; bringing research into the classroom (leading to skills required for graduate study and research careers); and emphasizing contextual learning (the broader public impact or interdisciplinary implications).

Awards: Maximum of one award biennially of at least $4,000.

Recent Award 2010-2011.

Nomination Guidelines: Required information:

(1) Nomination statement that describes the nominee's achievements and their impact on the field and/or society.

(2) Two-page curriculum vita of nominee with a list of the ten most relevant publications (see Section 4).

(3) Nomination Questionnaire.

(4) Three to five letters of support from faculty, research faculty, staff, and students from within the University (external letters will not be considered). These letters should include anecdotes about the nominator's interactions with the nominee.

(5) Other information relevant to the award.

Deadline: November 19, 2012
RAYMOND J. AND MONICA E. SCHULTZ OUTREACH & 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 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.

Awards: Maximum of one award of $4,000.

Nomination Guidelines: Required information:

1. Nomination statement that describes the nominee's achievements in diversity and outreach and their impact on the university and society.

2. Two-page curriculum vita of nominee with a list of activities that demonstrate a commitment to diversity and outreach (see section 4).

3. Nomination Questionnaire.

4. Three to five 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, research faculty, staff, and students from within the University. These letters should include anecdotes about the nominator’s interactions with the nominee.

5. Other information relevant to the award.

Deadline: November 19, 2012
1938E AWARD

Eligibility: This award is presented to an Assistant Professor with at least 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/her College, and a teacher whose scholarly integrity pervades his/her service to the University and the profession of Engineering.

Award: Maximum of one award of $10,000.

Nomination Guidelines: Required information:

(1) Nomination statement that describes the nominee's achievements and their impact on the field and/or society.

(2) Two-page curriculum vita of nominee with a list of the ten most relevant publications (see Section 4).

(3) Nomination Questionnaire.

(4) Three to five letters of support from faculty, research faculty, staff, and students from within the University (external letters will not be considered). These letters should include anecdotes about the nominator’s interactions with the nominee.

(5) Other information relevant to the award.

Deadline: November 19, 2012
TED KENNEDY FAMILY TEAM EXCELLENCE AWARD

Eligibility:
A team must contain at least two Assistant, Associate, or Professors in the instructional or research track with at least a 0.5 appointment 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 would not be 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:
$4,000 awarded to each team member or up to a maximum of $20,000 for the team (distributed equally to each team member).

Nomination Guidelines:
Required information:
(1) Nomination statement describing the significance of
the team’s work and the role of the team in the group’s
success.

(2) Two-page curriculum vita with a list of the ten most
relevant publications of each team member.

(3) Papers, reports, articles, and other material describing
the work and establishing significance.

(4) Confidential statement from each team member on
his/her view of the work’s significance, his/her
contribution, and brief description of contributions
from other team members (including those who might
not originally be cited).

(5) Nomination Questionnaire.

(6) Three to five letters of support from faculty, research
faculty, staff, and students from within the University
(external letters will not be considered). These letters
should include anecdotes about the nominator’s
interactions with the nominees.

(7) Other information relevant to the award.

Deadline: November 19, 2012
(Please answer all questions in all categories for every nomination)

Name of nominee:

Award:

Department/Division:

Describe in lay person’s terms the impact the nominated faculty member’s work has contributed to the field:

Summary of Teaching in the last 5 years

(1 page maximum)

List Ph.D. Committees Chaired/Co–chaired:

Number of graduated M.S. students:

List new courses developed:

Textbooks written:

Courses taught in last 5 years (list term, course number, enrollment, Evaluation Q1 and Q2)

Summary of Service in the last 5 years

(1 page maximum)

Departmental/Division Committees:

CoE Committees:

UofM Committees:

National and international service:

Editorial activities:

Other service activities:

Awards and Honors received:
Summary of Research and Scholarship in last 5 years

(1 page maximum)

PI/Program Director proposals submitted (mark successful proposals):

Co–PI proposals submitted (mark successful proposals):

Co–I proposals submitted (mark successful proposals):

Number of patents:

Number of refereed publications:

Number of monographs:

Number of edited books:

Number of invited presentations:

Number of contributed presentations: