FLORIDA ATLANTIC UNIVERSITY
Charles E. Schmidt College of Science

2026 Schmidt College of Science Excellence Awards Nomination Procedures

All winners will receive a framed certificate and a $500 cash award.

Deadline and Submission Details

See website for deadline and submission contact information at: science.fau.edu/excellence-awards.

Distinguished Mentor of the Year

This award will be presented to one faculty member judged most outstanding in the area of undergraduate research mentorship.

Eligibility

- Any permanent, full-time faculty including tenured/tenure track faculty, non-tenured faculty, instructors, multi-year appointees, scientists/scholars, and research faculty who have been employed for one continuous year.
- Faculty must have engaged as direct mentors of students in undergraduate research and inquiry, to include co-curricular (e.g. grants, SURF/REU, publications, presentations), curricular (e.g. Research Intensive (RI) Courses, DIR), as well as individual and group student mentoring.
- Previous award winners are no longer eligible.

Nomination Guidelines

- All materials should be submitted via email as a single PDF file to the appropriate college contact.
- All materials submitted should highlight the undergraduate research mentorship the faculty conducted within the last three years
- Nomination applications should be organized according to the following categories.

1. A Personal statement (max 2 pages) that includes
    a. Statement of undergraduate student mentorship philosophy
    b. Evidence of your undergraduate research mentorship

c. Impact of undergraduate research on the culture of FAU

2. Two letters of support from undergraduate students' research mentees. These may be written from the curricular or co-curricular research perspective (max one page each)

3. A current curriculum vitae highlighting evidence of all undergraduate research and inquiry student involvement, including co-curricular student mentorship, curricular, service, and other undergraduate-research-related activities.

Excellence and Innovation in Undergraduate Teaching and Advising Awards

- **Up to one award for Excellence and Innovation in Undergraduate Teaching or Advising**
- **Open to faculty and staff**

Nominations

Nominations should be submitted as a single PDF.

Nominations may be offered by students, faculty members or others capable of determining the merits of the nominee's contributions to teaching or advising. Individuals are free to self-nominate for the awards as well.

Eligibility

1. **Teaching Award:** Eligibility will be limited to faculty members who have taught at least two undergraduate courses during the past three academic years and who have held positions as tenured or tenure-earning ranked faculty or full-time instructors at the institution during these years.
2. **Advising Award:** Eligibility for selection will be limited to faculty or staff whose primary responsibility is student advising and have been employed by the institution in that capacity for at least the current and two preceding years.
3. Nominees must not have been the recipient of one of these awards for undergraduate teaching or advising within the past three academic years and be eligible for an award in that time period.
4. Quality and presentation will be strongly considered. The committee is looking for clear documentation of the items requested presented in a concise manner.
5. Electronic portfolios may ONLY contain the following items. Note that additional information will not be considered.

Criteria for Selection

Candidates must have demonstrated excellence through stimulating and effective teaching or advising. Although excellence is difficult to assess, a number of indicators will be considered, including: student, peer, and administrative evaluations; previous awards, honors, etc., received in recognition of excellence; evidence of innovation in teaching or advising as reflected in the development or use of new methods and techniques; and recent publications or presentations related to teaching or advising, particularly including new methods and/or techniques. Many of these are self-explained within the CV and should not be repeated within the portfolio.

Please note that portfolios containing extra items beyond the list below or beyond page limits will not be reviewed. Documentation in support of each nomination and application should include the following:

TEACHING

1. Cover page
2. Table of contents
3. One page summary to include a few lines per each item with the following titles (as appropriate) to concisely share the applicant's recent teaching attributes and accolades:
    a. Teaching history and pedagogy
    b. SPOT evaluations - (university level comparison)
    c. SPOT evaluations - (dept and college level comparison)
    d. Books published related to learning/teaching
    e. Grants related to innovations in teaching
    f. Publications related to innovations in teaching
    g. Teaching related recognition/awards
    h. Administrative (Dept. Chair) evaluations
    i. Teaching engagements (national/international)
    j. Service and K12 Education related activities
    k. Innovation in teaching methods/tools
    l. Community engaged learning
    m. Committees related to teaching
4. Concise, one page letters describing the reasons for the nomination or application
    a. Maximum of 2 (total) from administrators, faculty, and/or peers
    b. Maximum of 2 from students
5. The candidate's current curriculum vitae (includes teaching honors and awards).
6. Annual college level teaching evaluations for the past two years (the latter must be limited to the teaching portion of the annual evaluation).
7. Overall SPOT evaluation results for the past two years (also including the past fall) with the course number and title of each course, the number of students enrolled, the grade distribution, and the department average. SPOT results must be tallied and be in a chart format—and include college averages. Qualitative comments should not be included.

8. A brief explanation of previous awards, honors, etc. received in recognition of excellence in teaching for the last 3 years.
9. Electronic copies of recent publications or presentations (up to 3 years) concerning teaching, particularly including new methods and/or techniques.
10. A statement of Teaching Philosophy.
11. Other relevant documentation **limited to 2 brief items.**

ADVISING

1. Cover page
2. Table of Contents
3. One page summary to include a few lines per each item with the following titles (as appropriate) to concisely share the applicant's recent advising attributes and accolades:
    a. Advising history
    b. Books published related to advising
    c. Grants related to Innovations in advising
    d. Publications related to Innovations in advising
    e. Advising related recognition/awards
    f. Administrative (Dept. Chair) evaluations
    g. Advising engagements (national/international)
    h. Service-related activities
    i. Innovation in advising methods/tools
    j. Community engaged advising
    k. Committees related to students and/or advising
4. Concise, one page letters describing the reasons for the nomination or application
    a. Maximum of 2 (total) from administrators, faculty, and/or peers
    b. Maximum of 2 from students
5. The candidate's current curriculum vitae (includes advising honors and awards).
6. Annual advising employment evaluations for the past two years.
7. A brief explanation of previous awards, honors, etc. received in recognition of excellence in advising for the last 3 years.
8. Electronic copies of recent publications or presentations (up to 3 years) concerning advising, particularly including new methods and/or techniques. (**Optional**)
9. A statement of advising philosophy.
10. Other relevant documentation **limited to 2 brief items**.

FLORIDA ATLANTIC UNIVERSITY
Charles E. Schmidt College of Science

Researcher of the Year

Up to one award will be made for each faculty rank (assistant/associate/full) to honor excellence in sponsored and project-oriented research, with particular emphasis on externally funded research.

Eligibility

- All tenured and tenure-track faculty, including research faculty (with the exception of FAU Eminent Scholars and FAU distinguished professors), are eligible if they have been on the FAU payroll for three years by the application date.
- Previous winners who have retained the same rank must wait five years to become eligible again.
- Self-nominations are encouraged.

Criteria for Selection

The evaluation is based on the quality and quantity of scholarly and creative activities conducted by the FAU faculty member over the past five years, with a minimum of three years' emphasis on work done at FAU, as evidenced by:

1. Nomination letter;
2. Published books; refereed publications; articles; presentations at meetings of professional societies that have not resulted in publication;
3. External sponsors, where appropriate;
4. Graduate student/postdoc guidance, where appropriate;
5. Service to professional organizations;
6. Special awards or citations.

Nomination Guidelines

- All materials should be submitted as a single PDF document.
- All materials submitted must be scholarly work conducted in the last five years.
- Nominations should be organized according to the following categories:

    1. Statement of qualifications (2 pages, include name, rank, college, department, years at FAU)
    2. Current curriculum vitae (Maximum 5 pages)
       In the section of the CV devoted to research, scholarly and creative activities, please categorize as follows, unless the nature of the scholarly activity requires additional categories:
        a. Refereed works (only include published or accepted work)
        b. Journal publications
        c. Books and chapters in books
        d. Presentations; videos; website URL's
        e. Other publications
        f. Non-refereed works (categorize as above)

   g. Contracts or grants received (include your role as principal investigator, co-principal investigator, collaborator, advisor, etc.; sponsor; direct and indirect costs; timeframe of award)
3. Additional scholarly and creative activities (including information on panels or workshops you organized or served on)
4. Graduate student guidance/postdoc, as applicable - please specify your role (advisor, chair, member, etc.).
5. Memberships in and service to professional organizations
6. Scholarly citations (applicants are encouraged to list the number of times publications have been cited and provide the committee with evidence of these citations, e.g., Google Scholar profile.)

Faculty Service Award

The Faculty Service Award recognizes the many contributions of professional service provided by Schmidt College of Science faculty. This award will be presented to up to one faculty member judged most outstanding in the area of service to the community.

Nominations

Nominations and accompanying documentation must be submitted as a single PDF.

Faculty members who meet the award criteria may nominate themselves or be nominated by anyone within the College. Please make sure that this opportunity is well-noticed within your academic departments and that your high-performing and committed faculty members who are eligible for such recognition are aware of and apply for this prestigious award.

Eligibility

1. Permanent faculty including instructors, research, multi-year appointees, and those in tenured or tenure-earning lines who have been employed for one continuous year (including an academic year for faculty) are eligible to apply. Visiting faculty are not eligible.

2. Quality and presentation will be strongly considered. The committee is looking for clear documentation of the items requested presented in a concise manner.

3. Electronic portfolios may ONLY contain the following items. Note that additional information will not be considered.

Criteria for Selection

The award will be based upon the achievements of the faculty for service to the regional, national, and/or international community. Service must be performed without compensation.

- Service must be substantiated by at least one letter, which may or may not be from the benefiting agency/entity. There is a maximum of two letters from each benefiting agency/entity as well as a maximum of two letters from peers, administrators, and/or students.

- Service should be related to the profession or discipline of the faculty member; however, extraordinary service in an unrelated area will be considered.

- Service may or may not be a component of a faculty member's normal assignment.

Please note that portfolios containing extra items beyond the list below or beyond page limits will not be reviewed. Documentation in support of each nomination and application should include the following:

Portfolio Content

1. Cover page
2. Table of Contents
3. One page to concisely share the applicant's recent contributions to the community (past three years).
4. Concise, one page letters describing the reasons for the nomination or application
    a. Maximum of 2 (total) from administrators, faculty, and/or peers
    b. Maximum of 2 from other agencies, groups, and/or persons
5. The candidate's current curriculum vitae
6. Other relevant documentation **limited to 2 brief items**.

Postdoctoral Fellow of the Year

Up to one award will be made to honor excellence in postdoctoral research.

Eligibility

- All postdocs with appointments in the Schmidt College of Science since at least 2 January, 2026 are eligible.
- Self-nominations are encouraged.

Criteria for Selection

The evaluation is based on the quality and quantity of scholarly and creative activities by the postdoc since their FAU appointment as evidenced by:

1. Nomination letter documenting achievements during the postdoctoral period at FAU;
2. Curriculum vitae containing information on:
    a. Published books; refereed publications; articles; presentations at meetings of professional societies;
    b. External funding;
    c. Graduate student or undergraduate mentoring;
    d. Service to professional organizations;
    e. Special awards or citations.

Nomination Guidelines

All materials should be submitted as a single PDF document.

Staff Service Award

This award is in recognition of the many contributions of professional service provided by staff members to our College. This award will be presented to up to one staff member judged most outstanding in the area of service to the College and/or University.

This award is intended to recognize individual employees of the College who have rendered services of an extraordinary nature to the College, University, and/or the greater community.

Persons recognized should have provided exceptional service that delivered substantial benefits to the College/University as a whole, to a community served by the College, or to another external population. Service can be demonstrated in many ways, and often goes unrecognized. With this award, we wish to extend our gratitude to those staff members without whom the College could not function.

FLORIDA ATLANTIC UNIVERSITY
Charles E. Schmidt College of Science

Nominations

- Nominations will be accepted in the following categories: SP employee; AMP employee; and Academic Administrator.

- Nominees may have shown service either in a crisis situation or in the normal work environment. Recognition may be for a single outstanding demonstration of service or for ongoing service within the College, University, or the community at large.

- Nominations must include an essay of approximately one page describing the nominee's achievements in as much detail as possible. Additional documentation may be included to help the selection committee fully appreciate the nominee's contributions.

- Nominations must be submitted by a second party; self-nominations will not be accepted.

- Positions higher than Associate Dean and Director are not eligible.

- Temporary (OPS) employees are not eligible.

- Nominees must have been employed for one continuous year prior to the nomination and must have had satisfactory service without any disciplinary actions during the preceding year.

Helpful Hints for Nominations

Nominations are stronger if they provide significant information on how the person impacts the College. For example, if you have support letters from supervisors, co-workers, and subordinates; as well as letters from individuals from areas outside the department, or the University, it makes the nomination stronger.

In your nomination, please include data or examples to help explain the nominee's contribution.

- **Data:** Please include data or numbers and provide context for the significance of those numbers. For example, "Jane Doe discovered $400,000 in unutilized funds at the college that existed in various accounts." is not as helpful to us as, "Jane Doe discovered $400,000 in unutilized funds at the college that existed in various accounts, such as overhead return and tech and lab fee accounts. These funds played a critical role in making essential renovations, purchasing new equipment, and vehicle maintenance.
- **Remember the nomination period:** The winner selection committee is looking for the accomplishments specifically from the current calendar year. Examples provided should be from that time frame. Their contribution may have occurred for a longer time period than including the previous calendar year.
- **Be specific:** Many nominations use the terms such as "above and beyond" or "dedicated employee. These phrases do not help the committee to determine how they stand out. Please be sure to provide clear, concise examples that will provide insight to the committee. For

example, “Kevin Jones found a way to help generate dollar savings to the college by converting a $350,000 deficit into a $150,000 surplus during the past year. In addition, he has helped improve efficiencies by implementing tools to help streamline processes to disburse scholarships reducing the time from 20 days to 5 days. Indicate how the person goes above and beyond their job description.

- **Conclusion:** Be sure to include a summary of why you have recommended this person for the award.
- **Proofread:** Be sure you have touched on all the criteria for the award. Make sure there are no typos that may confuse the readers. If acronyms are used, make sure that you have explained them with the initial mention.