

*Foundation Award for Excellence in Teaching, Research, and Service
Nomination/Application Form
2013*

Name _____

College _____ Department _____

Rank Assistant Professor Associate Professor Professor Other _____

Year appointed to Missouri State as full-time faculty _____

Category of award for which you are applying Teaching Research Service

I understand that sharing expertise is an objective of the Foundation Awards. Therefore, I understand that a faculty member who receives and accepts a Foundation Award must write a two-page outline describing the activities which led to his or her award, and be available for a minimum of one presentation and five hours of consultation at the University, and be available to serve on the Foundation Awards Committee within two years of receiving the award.

Signature _____

Date _____

The following information must be included with this application form (*in this order*):

- **Cover Letter** (not to exceed three pages with 12-point font: the cover letter should include a clear explanation in lay terminology of the specific contributions for which the award is sought)
- **Vita** (not to exceed five pages; the Committee reserves the right to request additional information referenced in the vita)
- **Supporting Materials** (not to exceed 20 pages or comparable creative material; all pages should be numbered; if using page protectors, include only one single-sided page per protector; each original page of copied material counts as one page no matter the size of the final copy (e.g., if material is reduced to fit two pages onto one, it will count as two pages); the Committee reserves the right to request additional information referenced in the vita). If the supporting materials exceed 20 pages, the entire application will be disqualified. All applications must be accompanied by a one page summary of student evaluations for all statistically-evaluated courses for the past five years (if you have been a faculty member at the University for less than five years, consider evaluations for the length of time you have been at the University); the summary should include norms, means, and description, or a clear explanation of how evaluations are conducted in the applicant's department. Also include an analysis of work load including graduate/undergraduate teaching assignments, sabbaticals, fellowships, and reassigned time over a five year period. The summary page and the work load analysis are counted towards the 20 page limit.
- **Letters of Recommendation** (not to exceed five letters; nominations may be substituted for letters of recommendation; however, the total number of letters is not to exceed five). Letters of recommendation are not confidential. ***Letters of recommendation are not to be included as part of the count of 20 pages of supporting material.***
- **Recommendation Letter from Department Head and Dean.** As with all other recommendations these are not to be included as part of the count of 20 pages of supporting material and will be added during the review process.

Department Head acknowledges review/support of application (letter enclosed):

Signature _____

Date _____

College Dean acknowledges review/support of application (letter enclosed):

Signature _____

Date _____

The initial application or nomination deadline is December 10, 2012

The APPLICATION and FULL PACKAGE OF MATERIAL delivery deadline to departmental offices is January 28, 2013

The materials for a Foundation Award should be submitted to the departmental office by January 25, 2013, and departmental offices will be responsible for forwarding all materials to the dean's office by February 4, 2013 which will be responsible for submitting materials for Foundation Awards to the Office of the Provost by February 11, 2013.