



UNIVERSITY OF MARYLAND

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OFFICE OF THE SENIOR VICE PRESIDENT AND PROVOST

MEMORANDUM

DATE: November 18, 2011

TO: Deans, Directors, and Department Chairs

FROM: Ann G. Wylie *Ann G. Wylie*
Senior Vice President and Provost

SUBJECT: CALL FOR NOMINATIONS

**Kirwan Faculty Research and Scholarship Prize
and
Kirwan Undergraduate Education Award**

Former University of Maryland President William E. Kirwan and Patricia H. Kirwan have established a fund to support two annual prizes at the University of Maryland, College Park. The Kirwan Faculty Research and Scholarship Prize recognizes a faculty member for a highly significant work of research, scholarship, or artistic creativity completed within the last three years. The prize can be awarded for a publication, an invention, a performance, or any other activity within the faculty member's academic discipline. The Kirwan Undergraduate Education Award recognizes faculty or staff who have made exceptional contributions to the quality of undergraduate education at the University. The Kirwan committees are seeking nominations for the 2012-2013 awards by February 21, 2012.

Nominations for the Kirwan Faculty Research and Scholarship Prize should be sent electronically in a single pdf file to kirwan-graduateprize@umd.edu. Applications submitted in last year's competition may be updated and resubmitted electronically. For any items in new or resubmitted applications that cannot be sent electronically, 10 copies should be directed to:

**Kirwan Faculty Research and Scholarship Prize Committee
Charles Caramello, Associate Provost for Academic Affairs
and Dean of the Graduate School
2125 Lee Building
Campus Zip 5121**

Nominations for the Kirwan Undergraduate Education Award should be submitted electronically as a single MS Word or pdf file to deanugst@umd.edu. Letters may be addressed to:

**Kirwan Undergraduate Education Award Committee
Donna B. Hamilton, Associate Provost for Academic Affairs
and Dean for Undergraduate Studies
2110 Marie Mount Hall
Campus Zip 5251**

The nomination and selection procedures and forms for each award are attached.

Kirwan Faculty Research and Scholarship Prize

I. ELIGIBILITY

Nominees must be full-time tenured or tenure-track faculty. Each nominee must have performed the significant work of research, scholarship, or artistic creativity while serving as a full-time faculty member at the university, and must be employed by the university during the year in which the nomination is submitted.

II. NOMINATIONS

The nomination materials consist of:

1. Nomination cover sheet including the names and addresses of the nominee and nominator and the title of the research, scholarship, or artistic work for which the individual is being nominated. ([Click for cover sheet form.](#))
2. Nominee's current c.v., résumé, or a brief biographical sketch.
3. Letter of nomination that briefly articulates why the individual is being honored and how the individual exemplifies the criteria for the award.
4. Letters of endorsement from at least two, but no more than three, individuals outside the university should accompany the nomination.
5. Additional supporting material, such as national and international award announcements, media reviews, citations analyses, may be submitted as appropriate.

III. SELECTION PROCEDURE

1. The Kirwan Faculty Research and Scholarship Prize Committee is appointed by the Dean of the Graduate School. The committee will be chaired by a Distinguished University Professor. In addition to the chair, the committee shall include four faculty broadly representing the arts, humanities, sciences and professional programs on campus. In addition, the President of the Graduate Student Government and two individuals representing federal, state or local leadership, the private sector, or alumni shall also serve as members of the committee.
2. The committee will submit their nomination for the Kirwan Faculty Research and Scholarship Prize to the Dean of the Graduate School by April 16, 2012. The Dean of the Graduate School will then submit a nomination memorandum to the Provost's Office by April 30, 2012. The memorandum should include a list of the committee members, the number of nominations and the rationale for the selection. The Provost will forward the nomination to the President's Office for approval. The President will notify the winner. The Dean is responsible for notifying other candidates.

IV. AWARD PRESENTATION

The award will be conferred at the annual Fall Convocation.

Kirwan Undergraduate Education Award

I. ELIGIBILITY

1. Nominees must be tenured or tenure-track faculty or academic administrators who have worked at the university for at least three years. Faculty nominees must have had primary classroom responsibility for a course during one of the two immediately previous fall and spring semesters; nominees from the administrative staff must have been instrumental in the development of a curricular or co-curricular program that has significantly benefited undergraduates at Maryland.
2. Previous recipients of the Kirwan Undergraduate Education Award will not be eligible; however, nomination packages of the nominees who were not selected will be carried over for reconsideration for two additional years.

II. NOMINATION PROCEDURE

A packet (in pdf or MS Word format) should be submitted to the Kirwan Undergraduate Education Award Committee containing the following materials:

1. Nomination cover sheet. ([Click for cover sheet form.](#))
2. Nominee's current c.v.
3. A nomination letter detailing the nominee's contributions to undergraduate education at Maryland.
4. A letter of endorsement from the dean or department head (or associate dean or associate head, if the nominee is the dean or department head) highlighting the primary reasons the nominee should be considered for the Kirwan Undergraduate Education Award.
5. A list of all the nominee's contributions and achievements that bear on undergraduate education at Maryland, including previous awards or instructional development grants, authorship of books or web sites, program and co-curricular development. Criteria to consider include instructional effectiveness, curricular improvement and innovation, formal and informal academic advising, pro-active contacts with students, leadership of campus committees related to **undergraduate** education, advising undergraduate organizations.
6. Two letters of support from students (for faculty, one of the students should have recent or current classroom contact with the nominee).
7. Two letters of support from colleagues who are especially knowledgeable about undergraduate education and familiar with the nominee's accomplishments.

8. For faculty: teaching portfolio, including a summary of student evaluations of teaching. For administrators: administrative portfolio (reports, proposals, programs, brochures, etc.).

III. SELECTION PROCEDURE

1. The Kirwan Undergraduate Education Award Committee is appointed by the Associate Provost for Academic Affairs and Dean for Undergraduate Studies. The committee will be chaired by one of the campus's Distinguished Scholar-Teachers. In addition to the chair, the committee shall include four faculty members from a range of disciplines who have extensive experience in undergraduate education; ideally, at least one of these four faculty members shall also be a Distinguished Scholar-Teacher. In addition, two academic administrators with longstanding involvement in undergraduate education at Maryland, a representative of the Parents' Association, and the President of the Undergraduate Student Government shall also serve as members of the committee.
2. The committee will submit their nomination for the Kirwan Undergraduate Education Award to the Dean for Undergraduate Studies by April 16, 2012. The Dean will then submit a nomination memorandum to the Provost's Office by April 30, 2012. This memorandum should include a list of the committee members, the number of nominations and the rationale for the selection. The Provost will forward the nomination to the President's office for approval. The President will notify the winner. The Dean for Undergraduate Studies is responsible for notifying other candidates.

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