

**THEODORE AND VENETTE ASKOUNES-ASHFORD DISTINGUISHED SCHOLAR  
AWARD  
Nomination Guidelines**

1. The nomination for this award is appropriate for any member of the University of South Florida faculty, as described in the next paragraph, who has documented evidence of contributions that extend human consciousness, both intellectual and aesthetic.

Any member of the USF scholarly community may submit a documented nomination for the Distinguished Scholar Award of any person currently in "professorial rank" at USF. "Professorial rank" refers to faculty in a tenure-earning track in the rank of Assistant Professor, Associate Professor, or Professor.

2. Documented nominations are to be submitted to the chairperson of the department with which the candidate is affiliated, and a notice of the nomination is to be forwarded by the nominator to the Chairperson of the Honors and Awards Council. A notification form to be used for this purpose is attached to these guidelines.

The department chairperson will forward the nomination to the college dean with any comments he or she chooses to make. Each dean will forward all nominations for consideration to the Chairperson of the Honors and Awards Council with such comments as he or she chooses to make by the deadline date of **January 13, 2006**.

3. Nominations must be accompanied by comprehensive curriculum vitae including the following criteria:
  - a. Originality: the analysis, synthesis, and/or interpretation of an idea expressed in the form of books, monographs, research papers, poems, paintings, sculptures, compositions, performances, etc.;
  - b. Evidence of significance to the field:
    - (1) Reviews, expository articles, editorials, etc.;
    - (2) Letters of endorsement by acknowledged authorities as to the nominee's local as well as national and international status;
    - (3) Major exhibitions and/or commissions;
  - c. Other supporting documentation: books edited, conference reports, critiques, and presentations.
4. The nomination should include an assessment of the nominee's standing by his/her peers in the USF scholarly community as well as on a regional, national, and/or international basis.

These assessments should include letters of endorsement, membership in distinguished societies and other distinguished national and international groups, special awards, and reviews of the nominee's books or other extensive publications. In essence, these assessments should clearly cite the quality and quantity of the nominee's work and its impact on his/her field.

5. Nominees will be judged on their performance during their entire career. Special emphasis will be placed on continuing and recent scholastic achievement at USF. While copies of past letters which recommended tenure appointment are acceptable, they must be supplemented by more recent letters of recommendation.
6. It is incumbent on the nominator to provide full documentation of the above assessments of the nominee as the committee will act only on the information provided.
7. Candidates may be renominated in subsequent years. Repeated awards for Distinguished Scholar will be given only under highly unusual circumstances.
8. Decisions by the committee will be transmitted as recommendations to the Provost and President for their action.
9. No award will be considered final and official until it is formally announced by the President of the University.

Date of last revision: 11/93

**Checklist for THEODORE AND VENETTE ASKOUNES ASHFORD  
DISTINGUISHED SCHOLAR AWARD Nomination**

Any member of the USF scholarly community may submit a nomination for the Distinguished Scholar Award of any person currently in "professorial rank" at USF. "Professorial rank" refers to faculty in a tenure earning track in the rank of Assistant Professor, Associate Professor, or Professor who has documented evidence of contributions that extend human consciousness, both intellectual and aesthetic.

In order to expedite the process, nominations must be accompanied by the following:

- \_\_\_ A brief explanation of why this nominee meets the criteria for this award;
- \_\_\_ Comprehensive curriculum vitae including the following criteria:
  - Originality: the analysis, synthesis, and/or interpretation of an idea expressed in the form of books, monographs, research papers, poems, paintings, sculptures, compositions, performances, etc.;
- \_\_\_ Evidence of significance to the field:
  - \_\_\_ Reviews, expository articles, editorials, etc.;
  - \_\_\_ Letters of endorsement by acknowledged authorities as to the nominee's local as well as national and international status;
  - \_\_\_ Major exhibitions and/or commissions;
  - \_\_\_ Special awards; and
  - \_\_\_ Memberships in distinguished societies/groups.
- \_\_\_ Other supporting documentation: books edited, conference reports, critiques, and presentations (Bibliographic information or copies of title/information pages are sufficient - please do not supply the entire item unless requested.);
- \_\_\_ Written assessment of the nominee's standing by his/her peers in the USF scholarly community; and
- \_\_\_ Written assessment of the nominee's standing on a regional, national, and/or international basis.

**DISTINGUISHED SERVICE AWARD  
Nomination Guidelines**

1. Any member of the University of South Florida community may submit documented nominations of persons holding an appointment in "professorial rank" at USF for the Distinguished Service Award. "Professorial rank" refers to faculty in the rank of Assistant Professor, Associate Professor, or Professor.
2. Documented nominations are to be submitted to the chairperson of the department with which the candidate is affiliated, and a notice of the nomination is to be forwarded by the nominator to the Chairperson of the Honors and Awards Council. A notification form to be used for this purpose is attached to these guidelines.

The department chairperson will forward the nomination to the college dean with any comments he or she chooses to make. Each dean will forward all nominations for consideration to the Chairperson of the Honors and Awards Council with such comments as he or she chooses to make by the deadline date of **January 13, 2006**.

3. Nominations must be accompanied by comprehensive curriculum vitae, including evidence to support service to the University, the community, and the profession or discipline. Such documentation may include:
  - a. Documentation of service on university-level councils and committees and major college or departmental committees;
  - b. Service to one's discipline as reflected by editorships, reviewing for scholarly publications, holding elected office in learned and professional societies, participation in the evaluation procedures of granting agencies, and other related activities; and
  - c. Service to the community, state, and region including extension of teaching, scholarly activities, and clinical service to the discipline or profession or to the betterment of society.
4. Performance during the entire career of the nominee will be considered. However, recent accomplishments meeting the following criteria will receive major emphasis:
  - a. Service provided on behalf of the University;
  - b. Useful endeavors that do not result in personal financial reward; and
  - c. Contributions to the welfare of the University, the community, and society.

5. Candidates may be renominated in subsequent years. Repeated awards for Distinguished Service will be given only under highly unusual circumstances.
6. Decisions by the committee will be transmitted as recommendations to the Provost and President for their action.
7. No award will be considered final and official until it is formally announced by the President of the University.

Date of last revision: 11/93; 10/01

## Checklist for DISTINGUISHED SERVICE AWARD Nomination

Any member of the University of South Florida community may submit documented nominations of persons holding an appointment in "professorial rank" at USF for the Distinguished Service Award. "Professorial rank" refers to faculty in the rank of Assistant Professor, Associate Professor, or Professor.

Briefly, under which criteria/s are you nominating this candidate:

- \_\_\_ Service on university level councils and committees and major college or departmental committees;
- \_\_\_ Service to one's discipline as reflected by editorships, reviewing for scholarly publications, holding elected office in learned and professional societies, participation in the evaluation procedures of granting agencies, and other related activities;
- \_\_\_ Service to the community, state, and region including extension of teaching, scholarly activities, and clinical service to the discipline or profession or to the betterment of society.
- \_\_\_ Service provided on behalf of the University;
- \_\_\_ Useful endeavors that do not result in personal financial reward; or
- \_\_\_ Contributions to the welfare of the University, the community, and society.

In order to expedite the review process, please include the following documentation:

- \_\_\_ A brief synopsis of the above specified contributions;
- \_\_\_ A current Curriculum Vitae;
- \_\_\_ Documentation specifying the nominee's qualifications for selection;
- \_\_\_ A list of the nominee's achievements;
- \_\_\_ A list of the nominee's recognitions; and
- \_\_\_ Letters (internal and external) of recommendations (suggested guidelines: minimum 3, no maximum).

**JEROME KRIVANEK DISTINGUISHED TEACHER AWARD**  
**Nomination Guidelines**

1. Any member of the University of South Florida community may submit documented nominations of persons holding an appointment in "professorial rank" at USF for the Distinguished Teacher Award. "Professorial rank" refers to faculty in the rank of Assistant Professor, Associate Professor, or Professor.
2. Documented nominations are to be submitted to the chairperson of the department with which the candidate is affiliated, and a notice of the nomination is to be forwarded by the nominator to the Chairperson of the Honors and Awards Council. A notification form to be used for this purpose is attached to these guidelines.

The department chairperson will forward the nomination to the college dean with any comments he or she chooses to make. Each dean will forward all nominations for consideration to the Chairperson of the Honors and Awards Council with such comments as he or she chooses to make by the deadline date of **January 13, 2006**.

3. Nominations must be accompanied by comprehensive curriculum vitae, including evidence to support teaching strength. Such evidence should include student and peer evaluations, personally prepared teaching and drill aids, course syllabi, statements of teaching philosophy, descriptions of teaching techniques, histories of the accomplishments of former students, and other material that will assist the committee in evaluating the contributions of the nominee to the originality, creativity, technical proficiency, enhancement of teaching, training, and learning of students at the University.
4. Although performance during the entire career of the nominee is considered, recent work at USF will be dominant in the evaluation. Each individual will be considered upon his/her individual merits *as documented by* the nomination and supporting information provided.
5. Candidates may be renominated in subsequent years. Repeated awards for Distinguished Teacher will be given only under highly unusual circumstances.
6. Decisions by the committee will be transmitted as recommendations to the Provost and President for their action.
7. No award will be considered final and official until it is formally announced by the President of the University.

Date of adoption: 08/81  
Date of last revision: 11/93; 10/01

**Check list for JEROME KRIVANEK DISTINGUISHED TEACHER  
AWARD Nomination**

Any member of the University of South Florida community may submit documented nominations of persons holding an appointment in "professorial rank" at USF for the Distinguished Teacher Award. "Professorial rank" refers to faculty in the rank of Assistant Professor, Associate Professor, or Professor.

In order to expedite the review process, please include the following documentation:

- \_\_\_ A brief explanation of why this nominee meets the criteria for this honor/award;
- \_\_\_ Recommendations from the appropriate Chairs/Deans;
- \_\_\_ Current curriculum vitae;
- \_\_\_ Student and peer evaluations;
- \_\_\_ Personally prepared teaching and drill aids;
- \_\_\_ Course syllabi;
- \_\_\_ Statements of teaching philosophy;
- \_\_\_ Description of teaching techniques;
- \_\_\_ Histories of the accomplishments of former students; and
- \_\_\_ Other materials that are relevant and will assist the committee in evaluating the contributions of the candidate.