

**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.

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 and broader impacts of the nominee's contribution;
 - (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 Council 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 Council 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: 09/2010

DOCUMENT PREPARATON
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.

The Honors and Awards Council requests the nomination dossier to be organized in the following order: Please use font point 11 or higher throughout the document.

___ A one-page nomination letter (a cover sheet with a brief explanation of why this person is a compelling nominee for this award with the nominator's signature);

___ Table of Contents

___ Curriculum Vitae

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: Limit 10 pages

___ Reviews, expository articles, editorials, etc.;

___ Letters of endorsement by acknowledged authorities as to the nominee's local as well as national and international status and impacts;

___ Major exhibitions and/or commissions;

___ Special awards;

___ Memberships in distinguished societies/groups; and

___ Quality of journals (ISI impact factors, Google scholar, etc.)

___ 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.); Limit 10 pages

___ Written assessment of the nominee's standing by his/her peers in the USF scholarly community; and Limit 1 page

___ Written assessment of the nominee's standing on a regional, national, and/or international basis. Limit 1 page

___ Nominator may add any other supporting materials in an Appendix format
Submission format:

___ Electronic file in Portable Document Format (pdf) 12 MB (Use Acrobat Professional to alter the size of the file if larger than 12 MB)

Submitted by: _____ Date: _____