

Guidelines for University Excellence Award Nominations

Purpose

This document outlines the nomination process, materials required in the nomination packet, and the criteria for University Excellence Awards. This set of awards is intended to recognize outstanding contributions to NJIT's educational mission, career development of faculty and lecturers, and to NJIT's impact on the broader community. These guidelines pertain to the following awards:

- Excellence in Lower Division Undergraduate Instruction
- Excellence in Upper Division Undergraduate Instruction
- Excellence in Graduate Instruction
- Excellence in Instruction by Teaching Assistants
- Excellence in Innovation in Education
- Excellence in Impact on Education by Non-Instructional Staff
- Excellence in Faculty Mentoring
- Excellence in Undergraduate Advising and Mentoring
- Excellence in Graduate Advising and Mentoring
- Excellence and Impact in Community Engagement
- Constance A. Murray Diversity Award

Nomination Process

Nominations for any of the awards listed above may be submitted by a Department Chair, a Dean, a Vice Provost, or a Vice President. In all cases, nomination packages are limited to 20 pages assembled by the nominator consisting of the following materials:

- A CV for the award candidate of no more than 4 pages in length
- A letter of nomination from the nominator of no more than 3 pages in length
- Up to 4 additional support letters, each of no more than 2 pages in length
- Up to 5 additional pages of supporting material

All nomination packets should be compiled as a single PDF file and submitted via the Google Form which can be found [here](#). All nominations for academic year 2023-2024 are due by May 15, 2024.

Award Descriptions

The award for **Excellence in Lower Division Undergraduate Instruction** is to be given annually to up to three individuals who have demonstrated the highest level of impact and excellence in the teaching of lower division undergraduate courses. Nominations are open to any individual (tenure-track/tenured faculty, lecturers, adjuncts, or staff) who has served as the instructor of record for any NJIT lower division undergraduate course.

The award for **Excellence in Upper Division Undergraduate Instruction** is to be given annually to up to three individuals who have demonstrated the highest level of impact and excellence in the teaching of upper division undergraduate courses. Nominations are open to any individual (tenure-track/tenured faculty, lecturers, adjuncts, or staff) who has served as the instructor of record for any NJIT upper division undergraduate course.

The award for **Excellence in Graduate Instruction** is to be given annually to up to two individuals who have demonstrated the highest level of impact and excellence in the teaching of graduate courses. Nominations are open to any individual (tenure-track/tenured faculty, lecturers, adjuncts, or staff) who has served as the instructor of record for any NJIT graduate course.

The award for **Excellence in Instruction by Teaching Assistants** is to be given annually to up to three individuals who have demonstrated the highest level of impact and excellence while serving as a Teaching Assistant. Nominations are open to any individual enrolled in an NJIT graduate program who has served as a Teaching Assistant.

The award for **Excellence in Innovation in Education** is to be given to an individual or to a team of up to five individuals who have developed and implemented innovative approaches to education resulting in significant impact on student learning, broadly defined. Nominations are open to all members of the NJIT community.

The award for **Excellence in Impact on Education by Non-Instructional Staff** is given to up to two individuals who have made significant contributions to the educational mission of NJIT through their efforts outside of the classroom. Nominations are open to any member of the NJIT community whose full-time appointment lies outside of the faculty or instructional staff.

The award for **Excellence in Faculty Mentoring** is to be given annually to up to two individuals who have demonstrated the highest level of commitment to supporting, encouraging, and promoting a positive and inclusive scholarly and teaching environment and who have contributed to the professional development of new faculty and/or lecturers within NJIT. Nominations are open to all tenure-track/tenured faculty and lecturers.

The award for **Excellence in Undergraduate Advisement and Mentoring** is to be given annually to up to two individuals who have demonstrated excellence in the advisement and mentoring of undergraduate students. Nominations are open to all members of the NJIT community.



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Office of the Provost

The award for **Excellence in Graduate Advisement and Mentoring** is to be given annually to up to two individuals who have demonstrated excellence in the advisement and mentoring of graduate students. Nominations are open to all members of the graduate faculty.

The award for **Excellence and Impact in Community Engagement** is to be given to an individual or to a team of up to five individuals who have developed and implemented innovative and impactful community engagement initiatives. Nominations are open to all members of the NJIT community.

The **Constance A. Murray Diversity Award**, dedicated to the memory of Constance A. Murray, who served as NJIT's Dean of Student Services from 1978 until her death in 1994 is presented to individuals or groups within NJIT who have compiled a significant and sustained record of achievement in fostering diversity within the university community. Nominations are open to all members of the NJIT community.

Questions

Questions concerning any aspect of the process, or the awards should be directed to Office.of.the.Provost@njit.edu.