

## *Call for Nominations*

### **Provost Professors and the Tracy M. Sonneborn Award**

**Annually: November 1<sup>st</sup> – letter of intent**

**December 1<sup>st</sup> – full dossier**

The Provost and the Vice Provost for Faculty and Academic Affairs announce the call for nominations for Provost Professors and the Tracy M. Sonneborn Award. These professorships and the Sonneborn Award are meant to bring significant honor to those members of the faculty who have achieved local, national, and international distinction in both teaching and research/creative activity and their interaction.

Faculty selected for **Provost Professorships** will carry the title for the remainder of their careers at Indiana University. The successful candidate(s) will also be given a \$2,500 award for each of the first three years and a \$5,000 grant to be used on a project of their choice to demonstrate the ways in which teaching and research are mutually reinforcing.

**The Tracy M. Sonneborn Award** also honors faculty for accomplishments in the areas of teaching and research. The award, named for the eminent scientist, the late Professor Tracy M. Sonneborn, is given to an exemplary researcher who is also well known as an exemplary teacher. The winner of the Tracy M. Sonneborn award will receive a \$3,500 cash prize. In addition to this prize, research funds in the amount of \$1,000 will be awarded for the purpose of supporting the research or creative activity of one (or more) of the students of the Tracy M. Sonneborn Award winner. The Tracy M. Sonneborn Award winner will be expected to give a University-wide lecture during the fall semester following the selection. Provost Professors and the Sonneborn Award winner will have their names engraved on plaques in the Indiana Memorial Union. Nominees who do not receive these awards in the current year will be automatically reconsidered the next year, and nominators are encouraged to update the dossiers for reconsideration.

**ELIGIBILITY for PROVOST PROFESSORSHIPS:** Full-time, Bloomington, full professors are eligible for nomination. Professors who hold the rank of distinguished professor or have an endowed chair are *not* eligible for a Provost Professorship.

**ELIGIBILITY for the TRACY M. SONNEBORN AWARD:** Any full-time, Bloomington, full professor is eligible. Individuals who hold the rank of distinguished professor or have an endowed chair *are* eligible for this award.

**NOMINATION PROCESS:** Any member of the campus community may serve as a nominator. Nominations prepared jointly by faculty and students are encouraged. Self-nominations are *not* permitted.

#### Submission of the Dossier:

1. Prior to formal submission of the complete dossier, each nominator must submit a **letter of intent** naming the individual to be nominated and indicating whether the nomination is for a Provost Professorship and/or the Sonneborn Award. This letter is due at Bryan Hall, Room 111, no later than **5 p.m. on November 1st**.
2. **Nomination:** The official nomination letter, which should be in the dossier, shall not exceed three typed pages. This letter should be concise, substantive, and specific. It should demonstrate why the faculty member being nominated makes a unique contribution. In particular, it must address and cite evidence concerning:

A) Why the research/creative activity is extraordinary in quality and originality and has had an impact on other researchers (ideas, theory, or methods) at Indiana University, nationally, and worldwide. Specific examples should be included.

B) Why the candidate is an outstanding teacher both in and outside of the classroom. We are especially interested in teaching creatively and the influence on both undergraduate and graduate students. The letter should also cite specific, concrete examples such as outstanding curricula development, high quality textbooks, on-line courses created, and so forth. It should also cite evidence of effectiveness not only from teaching evaluations from students and alumni, but also from substantive, direct peer observations by several colleagues, exit interviews, BEST summaries, scholarship of teaching and learning activities, and so on.

C) Why the individual's teaching and research are complementary and reinforcing.

3. **Letters of support:** The typical dossier has six (6) letters of support that evaluate outstanding achievement in the areas of teaching and research/creative activity. Each of the letters of recommendation should be no more than two typed pages in length. Each letter should be solicited by the nominator but addressed and mailed/email directly to the Vice Provost for Faculty and Academic Affairs. Letters of support can be solicited from faculty at Indiana University or elsewhere, current and former students, or any other knowledgeable individual inside or outside of IU-Bloomington.
4. A current **curriculum vitae**.
5. A current **list of the candidate's teaching activities** including the type of teaching, the section number, name, and size of the courses, or the number of students receiving one-on-one instruction taught during the last five years. Information concerning awards to past students and/or publications or employment of past students is also relevant.
6. A total of no more than eight pieces of **evidence of the candidate's best work in each area of research/creative activity and teaching output is to be included in the dossier. Quality of documentation rather than quantity is valued by the committee.**

All materials should be assembled by the nominator and put into a single digital file (Adobe pdf or Word document) and sent by email to [vpfaa@indiana.edu](mailto:vpfaa@indiana.edu). An exception to this would be the letters of support. These letters can be either mailed or emailed directly to:

Committee on Provost Professorships  
and the Sonneborn Award  
Vice Provost for Faculty and Academic Affairs  
Bryan Hall, Room 111  
107 S. Indiana Avenue  
Indiana University, Bloomington, IN. 47405  
[vpfaa@indiana.edu](mailto:vpfaa@indiana.edu)

**The full dossier is due no later than December 1st.**

Rev. 10.07.13