



August 1, 2022

## MEMORANDUM

**TO:** Robert Jones, Executive Vice President for Academic Affairs & Provost  
Keith Belli, Dean of College of Agriculture, Forestry and Life Sciences  
Christopher Cox, Dean of Libraries  
Anand Gramopadhye, Dean of College of Engineering, Computing and Applied Sciences  
Leslie Hossfeld, Dean of College of Behavioral, Social and Health Sciences  
Jeff Marshall, acting Dean of College of Education  
Nicholas Vazsonyi, Dean of College of Architecture, Arts and Humanities  
Wendy York, Dean of College of Business  
Cynthia Young, Dean of College of Science

**FROM:** Kristine Vernon, Faculty Senate President

**SUBJECT: Call for Nominations for the Class of '39 Award for Excellence**

The Class of '39 Award for Excellence was established to recognize the achievements of the Clemson Faculty and it has become one of the most coveted honors a Clemson University faculty member can receive. The recipient, judged by faculty peers, will represent the "highest achievement of service to the University, student body, and the larger community, whether it be town, state, or nation." To learn more about the award and past recipients please visit the "Faculty Recognition" page of the Senate's website: <https://www.clemson.edu/faculty-staff/faculty-senate/excellence.html>.

This memorandum serves as the official Call for Nominations. Signed nomination packets are due to the Provost no later than 12:00 p.m. on October 18<sup>th</sup>, 2022.



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To be eligible for the award, a faculty member must:

- be an active faculty member;
- have at least five years of Clemson University Faculty Service;
- have been granted tenure at Clemson University; and
- have performed in an outstanding manner in at least two of the following areas: (1) assigned responsibility, (2) interrelations with the Student Body, (3) activities on behalf of the University, or (4) activities benefitting the local community, state or nation.

In accordance with the award agreement, nominees must meet the eligibility requirements and nominations must follow the nomination procedure found within this memorandum. All nominations must be submitted on the standardized nomination form found in this memorandum. All nomination packets must flow through all “academic administrative channels” to the Office of the Provost who will forward all received Nomination Packets to the President of the Faculty Senate. Please review the memorandum carefully, nonstandard nominations will be returned to the nominator.

### **Instructions to Nominators:**

The standardized nomination form found within this memorandum is the only acceptable method of nominating a candidate for the Class of '39 Award for Excellence. It can be filled and signed digitally, or printed and hand signed. The default text on the form will clear when text is inputted. For assistance at any level working with the form, please reach out to William Everroad (weverro@clemson.edu)

1. Fill out the following fields:

- a. Name of Nominee: First Name, Middle Initial, Last Name.
- b. Colleges and Degrees: List the Nominee’s conferred degrees and awarding institution starting with most recent. (do not list years of conferral)
- c. Present Position: List the current position to which the Nominee is appointed. (rank of appointment and department)
- d. Prior Positions at Clemson University: List any prior positions the Nominee was appointed to at Clemson University. (rank of appointment and department, do not list years of appointment)
- e. Prior Positions at other institutions: List any prior positions the Nominee was appointed to at other institutions or none. (rank of appointment and department, do not list years of appointment)





- f. Academic Administrative Channels: There is a place for the name of each “academic administrative channel” below each signature line. The nominator should fill each name out as applicable.
  - i. Person Responsible for Review: Enter the First Name and Last Name of the person responsible for the review of the Nominee.
  - ii. Nominator: List your First Name and Last Name.
  - iii. Department Chair: List the First Name and Last Name of the Nominee’s Department Chair.
  - iv. School Director: List the First Name and Last Name of the Nominee’s School Director (if Applicable).
  - v. Dean: List the First Name and Last Name of the Nominee’s Dean.
2. Click Attach File: This will open a prompt to attach a document of no more than three pages that details the outstanding contributions of the Nominee during the past five years at Clemson University in the following areas: (1) assigned responsibility, (2) interrelations with the Student Body, (3) activities on behalf of the University, or (4) activities benefitting the local community, state or nation. (entries containing more than three pages will be truncated at three pages with any excess removed from the nomination packet)
3. Sign: Sign above the signature line for the Nominator.
4. Click Send: This will open your system’s default mail application and attach the form with a prefilled subject and body message. Send the form to the person responsible for performance review of the Nominee.

*Note: if you are also the nominee’s reviewer, Department Chair, School Director, or Dean ensure you sign all applicable signature blocks for your position.*

### **Instructions to Person Responsible for the Review of the Nominee:**

1. Review the Nominee’s job performance for the past five years. If the performance has been **above the average of his or her immediate peers over all (but not necessarily each) of the past five years**, sign the certification block above your signature line. If this requirement has not been met, the nomination form must be destroyed and no record will be entered in the Nominee’s personnel files, nor will the person who prepared the nomination be informed of its disposition.





2. Click Send: This will open your system's default mail application and attach the form with a prefilled subject and body message. Send the form to the Nominee's Department Chair. This form can also be manually attached to an email rather than using the document's macro.

*Note: if you are also the nominee's Department Chair, School Director, or Dean ensure you sign all applicable signature blocks in the "academic administrative channel" section for your position.*

### **Instructions to Nominee's Department Chair:**

1. Click View Attachments: Review the Nominator's document that details the outstanding contributions of the Nominee during the past five years. Sign the signature block above your signature line. Do not attach any further documentation. Letters of Support will not be accepted and if attached will not be presented to the Review Committee for consideration.

2. Click Send: This will open your system's default mail application and attach the form with a prefilled subject and body message. Send the form to the Nominee's School Director (if applicable) or Dean. This form can also be manually attached to an email rather than using the document's macro.

### **Instructions to Nominee's School Director (if applicable):**

1. Click View Attachments: Review the Nominator's document that details the outstanding contributions of the Nominee during the past five years. Sign the signature block above your signature line. Do not attach any further documentation. Letters of Support will not be accepted and if attached will not be presented to the Review Committee for consideration.

2. Click Send: This will open your system's default mail application and attach the form with a prefilled subject and body message. Send the form to the Nominee's Dean. This form can also be manually attached to an email rather than using the document's macro.

### **Instructions to Nominee's Dean:**





1. Click View Attachments: Review the Nominator's document that details the outstanding contributions of the Nominee during the past five years. Sign the signature block above your signature line. Do not attach any further documentation. Letters of Support will not be accepted and if attached will not be presented to the Review Committee for consideration.
2. Click Send: This will open your system's default mail application and attach the form with a prefilled subject and body message. Send the form to the Provost ([provost@clemson.edu](mailto:provost@clemson.edu)). This form can also be manually attached to an email rather than using the document's macro.

## **Review Committee**

The Review Committee is comprised of five voting members, with the Provost as an ex-officio, non-voting member. The Review Committee is appointed by the President of the Faculty Senate in consultation with the Senate Advisory Committee for the purpose of screening the nominations and determining the finalists that are to be presented to the Faculty Senate for final selection by secret ballot.

The Review Committee will review all packets and forward to the President of the Faculty Senate between two and four of the top nominees whose accomplishments meet the intent of this award. The deliberations of the Review Committee will be completed no later than 12:00 p.m. on November 1st, 2022.

## **Final Selection and Award**

The Faculty Senate will determine the winner of the award on November 8<sup>th</sup>, 2022. The name of the winner will also be announced, and the individual honored, at the December Graduation Exercises.

The Faculty Senate will host a special ceremony to recognize the award recipient on the Class of 1939 Bell Tower in the Carillon Gardens tentatively on January 10<sup>th</sup> or February 14<sup>th</sup> with a reception to follow in the President's Suite.



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Questions about this award, the nomination process, and selection can be directed to your Department Chair, Dean, or the Faculty Senate Office ([senate@clemson.edu](mailto:senate@clemson.edu)).



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