

Nevada System of Higher Education  
Dr. Jane A. Nichols  
Vice Chancellor for Academic & Student Affairs



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August 18, 2008

MEMORANDUM

TO: Presidents  
Academic Affairs Council  
Research Affairs Council  
Student Affairs Council  
Faculty Senate Chairs

FROM: Jane A. Nichols, Vice Chancellor for Academic and Student Affairs

RE: Call for Nominations: 2008 Nevada Regents' Awards

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This is an invitation for nominations from faculty and staff of all Nevada System of Higher Education institutions for the following annual Board of Regents' awards:

**Nevada Regents' Academic Advisor Award**  
**Nevada Regents' Creative Activities Award**  
**Nevada Regents' Researcher Award**  
**Nevada Regents' Teaching Award**

All nominations and the accompanying materials for these awards must be submitted to the System Office no later than **November 7, 2008**. The Board of Regents will approve the award recipients at the February 5-6, 2009 meeting. Sally Jackson will be the System's point of contact for this call for nominations. She may be reached directly at (775) 784-3446 or via email at [sallyj@nevada.edu](mailto:sallyj@nevada.edu), should you have any questions or need assistance. Enclosed is a copy of the procedures delineating each step of the award process (*Procedures and Guidelines Manual*, Chapter 8, Section 2).

Pursuant to Board policy adopted in June 2006 (*Handbook*, Title 4, Chapter 1, Section 19.2), each NSHE institution should continue to grant its own annual academic advisor award with a minimum stipend of \$1,000, the maximum amount to be determined by the institution. This institutional award is granted in addition to the Regents' Academic Advisor Award. (Please ignore the policy for a Nomination Form for the Academic Advisor Award. The only award that has a Nomination Form is the Regents' Scholar Award.)

**All nomination materials must be submitted via electronic email or by compact disc.** It is important that you also **include a brief 1/2 page biography for each nominee** as part of the nomination materials. If materials are submitted by compact disc, please provide **two** copies of the disc and label them with the nominee's name and the award for which they have been nominated. Compact discs should be mailed to Sally at the following address:

Nevada System of Higher Education  
2601 Enterprise Road  
Reno, NV 89512

Please make certain that all of your eligible faculty and staff are aware of these Board of Regents' tributes to excellence.

### **Nevada Regents' Scholar Award**

In addition to the above awards for faculty and staff, the Regents recognize outstanding student scholars at each NSHE institution. General selection criteria for this award are outlined in the attached procedures. The selection process for the Nevada Regents' Scholar Award is managed on each campus and therefore has a later deadline, but your material must reach the System Office in sufficient time for inclusion in the Board materials for the February 5-6, 2009, meeting of the Regents. These awards will be granted as follows:

- Community colleges – one student per institution.
- State college – one student.
- Universities – one undergraduate and one graduate student per institution.

Please forward your scholar award nominee and **a brief 1/2 page biography** to Sally by **December 5, 2008**.

Thank you for your assistance as we honor excellence throughout the Nevada System of Higher Education.

JAN/tc

Attachment

cc: Chancellor's Cabinet  
Student Body Presidents

***Procedures and Guidelines Manual***  
Chapter 8, Section 2

**Section 2. Board of Regents’ Scholar Award; Nevada Regents’ Award for Creative Activities; Nevada Regents’ Researcher Award; Nevada Regents’ Teaching Award; Nevada Regents’ Academic Advisor Award**

Title 4, Chapter 1, of the Board of Regents’ *Handbook* establishes five annual awards presented by the Board of Regents to faculty, staff, and students for significant accomplishments in the areas of academic advising, teaching, research, creative activities, and student academic leadership.

The following procedures outline the nomination and selection process for each award:

**1. Regents’ Creative Activities Award**

The Nevada Regents’ Award for Creative Activities is given annually to one NSHE faculty member with a distinguished record in creative activity. Faculty from all NSHE institutions, except DRI, are eligible for consideration. Although this award is intended for individuals, groups who by their collaboration have made major advances may be recognized as well. The intent is to select one individual (or group) for recognition each year. However, the selection committee may choose to send forward more than one recommendation under exceptional circumstances.

A. Nominations. Notification is sent annually by the Chancellor’s Office to each NSHE campus to begin the nomination process: late August/early September. Each institution, except DRI, may submit one nomination only for consideration to the Vice Chancellor for Academic and Student Affairs. Each nomination must contain the following information only:

- i. Formal letter of nomination from an NSHE employee or student, adhering to the following guidelines:
  1. The nomination letter must indicate the significance, volume, and quality of the candidate’s creative activity in such a way as to clarify the nominee’s activities for individuals from other disciplines;
  2. The letter must address clear evidence of the national or international stature of the candidate’s creative activity. This evidence should reflect recognized evaluation in the form of critically reviewed presentations, books, and other forms of recognition (e.g., invited presentations, juried exhibitions, awards, honors). A fuller listing of these should be provided in the nominee’s curriculum vitae, which must be attached to the letter of nomination; and
  3. The letter of nomination must address the candidate’s continuous record of long-term creative activity.
- ii. Curriculum vitae containing a list of presentations, awards, and honors; and
- iii. Supplementary materials as follows:

1. No more than three examples of a scholarly, creative product (e.g., music CD, art slides, videotape, audiotape, work of fiction or non-fiction, piece of artwork, etc.);
2. No more than three reviews, adjudications, or testimonials conferred by persons who audited the original work;
3. No more than three letters of support from persons knowledgeable of the nominee’s qualifications; and
4. Names, addresses, and phone numbers of up to five persons outside of the NSHE whom the Selection Committee may contact about the candidate’s creative achievements.

Nomination materials must be submitted to the Department of Academic and Student Affairs on a compact disc or via electronic mail. If nomination materials are provided on a compact disc, please submit two copies of the disc. The deadline for campus nominations to be received by the Chancellor’s Office is approximately November 30 of each year. The exact deadline will be provided to the institutions by the Vice Chancellor for Academic & Student Affairs in the annual call for nominations.

- B. Length of Service. Candidates must have at least five years of cumulative service in the NSHE by the date of nomination in order to be considered for the award.
- C. Composition of the NSHE Selection Committee. The selection committee must consist of the following members:
  - i. Vice Chancellor for Academic and Student Affairs to act as non-voting chairman;
  - ii. Research Affairs Council members from UNR, UNLV, and DRI; and
  - iii. One creative artist from UNR, UNLV, NSC, and one NSHE community college.
- D. Final Approval. The recommendation of the selection committee shall be presented to the Student and Academic Affairs Committee for final approval.
- E. Award Amount: \$5,000

## **2. Regents’ Researcher Award**

The Nevada Regents’ Researcher Award is given annually to one NSHE faculty member at UNLV, UNR, or DRI with a distinguished record in research. Although this award is intended for individuals, groups who by their collaboration have made major advances may be recognized as well. The intent is to select one individual (or group) for recognition each year. However, the selection committee may choose to send forward more than one recommendation in exceptional circumstances.

- A. Nominations. Notification is sent annually by Chancellor’s Office to each NSHE campus to begin the nomination process: late August/early September. Each institution may submit one nomination only for consideration to the Vice Chancellor for Academic and Student Affairs. Each nomination must contain the following information only:
  - i. Formal letter of nomination from an NSHE employee or student, adhering to the following guidelines:
    1. The nomination letter must indicate the significance, volume, and quality of the candidate’s research in such a way as to clarify the nominee’s activities for individuals from other disciplines;

2. The letter must address how the candidate's research or scholarly work brings recognition to the NSHE;
  3. The letter must address clear evidence of the national or international stature of the candidate's research. This evidence should reflect recognized evaluation in the form of critically reviewed papers, presentations, books, monographs, and other forms of scholarly activity or recognition (e.g., invited presentations, awards, honors). A fuller listing of these should be provided in the candidate's curriculum vitae, which must be attached to the letter of nomination;
  4. In those disciplines where research grants and contracts are recognized as an important part of career achievement, there must be clear evidence provided in the letter of nomination that the candidate has been competitive for such grants at the national and/or international level; and
  5. The letter of nomination must address the candidate's continuous record of long-term research.
- ii. Curriculum vitae containing a listing of grants funded, presentations made at national and/or international research meetings, awards/honors, published articles, monographs, or books; and
  - iii. Supplementary materials as follows:
    1. No more than three examples (reprints or copies) of significant published works that the candidate feels are representative of his or her research accomplishments;
    2. A list of grants and contracts received, indicating the project title, name of grantor, amount of grant, beginning and termination dates, and the nature of the competition for the grant;
    3. No more than three reviews, adjudications, or testimonials conferred by persons who audited the original work;
    4. No more than three letters of support from persons knowledgeable of the nominee's qualifications; and
    5. Names, addresses, and phone numbers of up to five persons outside of the NSHE whom the Selection Committee may contact about the candidate's research achievements.

Nomination materials must be submitted to the Department of Academic and Student Affairs on a compact disc or via electronic mail. If nomination materials are provided on a compact disc, please submit two copies of the disc. The deadline for campus nominations to be received by the Chancellor's Office is approximately November 30 of each year. The exact deadline will be provided to the institutions by the Vice Chancellor for Academic & Student Affairs in the annual call for nominations.

- B. Length of Service: Candidates must have at least five years of cumulative service in the NSHE by the date of nomination in order to be considered for the award.
- C. Composition of the NSHE Selection Committee. The selection committee must consist of the following members:
  - i. Vice Chancellor for Academic and Student Affairs to act as non-voting chairman;
  - ii. Research Affairs Council members from UNR, UNLV, and DRI; and
  - iii. One faculty researcher from UNR, UNLV, and DRI.

D. Final Approval. The recommendation of the selection committee shall be presented to the Research and Economic Development Committee for final approval.

E. Award Amount: \$5,000

### **3. Regents' Teaching Award**

The Nevada Regents' Teaching Award is given annually to faculty members with distinguished records of teaching. Two awards shall be granted annually. Full-time faculty who provide instruction as their primary assignment at UNLV, UNR, or NSC – and DRI faculty who provide instruction as part of their regular assignment – are eligible for one award. Full-time faculty at CSN, GBC, TMCC, and WNC who provide instruction as their primary assignment will be eligible for one award. Although these awards are intended for individuals, groups who by their collaboration have made outstanding instructional contributions may be recognized as well.

A. Nominations. Notification is sent annually by the Chancellor's Office to each NSHE campus to begin the nomination process: late August/early September. Each institution may submit one nomination only for consideration to the Vice Chancellor for Academic and Student Affairs. Each nomination must contain the following information only:

- i. Formal letter of nomination from an NSHE employee or student, adhering to the following guidelines:
  1. The nomination letter must address how the candidate accomplished a significant record of excellence in teaching that brought recognition to his or her institution.
  2. The letter must provide clear evidence of the candidate's ability to communicate effectively with students, impart knowledge, and/or develop skills in a manner that excites students' interest in the subject matter as well as students' interest in furthering their educational aspirations.
  3. The letter must provide clear evidence of the candidate's enthusiasm for assessing, revising, and updating instructional methods, materials and technologies; a willingness to attempt and revise innovative instructional activities through varied approaches, methods, materials, or technologies in an effort to create ongoing participatory/active learning in the classroom and move the state of instruction in a field to a new level or in new directions; and a recurring effort to create learning tasks (assignments, exercises, and/or exams) that encourage critical thinking/reasoning skills.
  4. The letter must provide clear evidence of the candidate's eagerness to be accessible to all students and to provide students with accurate advisement and appropriate referrals to other campus departments or to other NSHE institutions.
- ii. A complete curriculum vitae must be attached to the letter of nomination.
- iii. Supplementary materials including:
  1. No more than three recent self-evaluations and/or evaluations by the candidate's supervisor or dean.
  2. A summary of student teaching evaluations for no more than three classes.
  3. No more than three examples (reprints or copies) of significant works that the candidate feels are representative of his or her teaching accomplishments.

Examples include, but are not limited to, course outlines/syllabi, samples of course handouts, exercises the candidate has developed, distance education materials, videotapes developed by the candidate, and samples of exams.

4. No more than three letters of support from persons knowledgeable of the nominee’s qualifications.
5. Names and addresses of up to five persons, including students, whom the Selection Committee may contact regarding the candidate’s effectiveness, achievements, or abilities as a teacher.

Nomination materials must be submitted to the Department of Academic and Student Affairs on a compact disc or via electronic mail. If nomination materials are provided on a compact disc, please submit two copies of the disc. The deadline for campus nominations to be received by the Chancellor’s Office is approximately November 30 of each year. The exact deadline will be provided to the institutions by the Vice Chancellor for Academic & Student Affairs in the annual call for nominations.

- B. Length of Service: Candidates must have at least five years of cumulative service in the NSHE by the date of nomination in order to be considered for the award.
- C. Composition of the NSHE Selection Committee for the university/state college/DRI award:
  - i. Vice Chancellor for Academic & Student Affairs to act as non-voting chairman;
  - ii. One Academic VP or designee from each: UNLV, UNR, DRI, NSC;
  - iii. One NSHE faculty member appointed by Council of Senate Chairs; and
  - iv. One Student body president or designee from each: UNLV, UNR, NSC.
- D. Composition of the NSHE Selection Committee for the community college award:
  - i. Vice Chancellor for Academic & Student Affairs to act as non-voting chairman;
  - ii. One Academic VP or designee from each: CSN, GBC, TMCC, WNC;
  - iii. One community college faculty member appointed by Council of Senate Chairs; and
  - iv. One Student body president or designee from each: CSN, GBC, TMCC, WNC.
- E. Final Approval. The recommendation of the selection committee shall be presented to the Student and Academic Affairs Committee for final approval.
- F. Award Amount: \$5,000

#### **4. Regents’ Academic Advisor Award**

The Nevada Regents’ Academic Advisor Award is given annually to faculty or staff members with distinguished records of student advisement. One award will be granted to a full-time community college member of the faculty, professional staff, or classified staff who provides undergraduate academic advisement as part of their regular assignment or who provides academic advisement as their primary assignment. Although this award is intended for an individual, a group who by their collaboration has made outstanding contributions in academic advisement may be recognized as well.

Two awards will be granted annually between the universities and state college, one for undergraduate advisement and one for graduate advisement. DRI full-time faculty or professional staff who provide academic advisement to graduate students at UNLV and UNR as part of their regular assignments or who provide academic advisement as their primary

assignments are eligible for the graduate award. Although these awards are intended for individuals, groups who by their collaboration have made outstanding contributions in academic advisement may be recognized as well.

A. Nominations. Notification is sent annually by the Chancellor’s Office to each NSHE campus to begin the nomination process: late August/early September. Each institution may submit one nomination only for consideration to the Vice Chancellor for Academic and Student Affairs. Each nomination must contain the following information only:

- i. Formal letter of nomination from an NSHE employee or student, adhering to the following guidelines:
  1. The nomination letter must address how the candidate accomplished a significant record of excellence in student advising that is worthy of recognition by the Board of Regents.
  2. The letter must address clear evidence of the following:
    - a. Ability to communicate effectively with students;
    - b. Effective advising;
    - c. Advising material or tools that the candidate developed; and
    - d. The candidate’s advising philosophy.
- ii. ~~NSHE Nomination form.~~
- iii. Other supplemental materials as determined by the institution.

Nomination materials must be submitted to the Department of Academic and Student Affairs on a compact disc or via electronic mail. If nomination materials are provided on a compact disc, please submit two copies of the disc. The deadline for campus nominations to be received by the Chancellor’s Office is approximately November 30 of each year. The exact deadline will be provided to the institutions by the Vice Chancellor for Academic & Student Affairs in the annual call for nominations.

B. Length of Service. Candidates must have at least five years of cumulative service in the NSHE by the date of nomination in order to be considered for the award.

C. Composition of the NSHE selection committee for the university/state college/DRI award:

- i. Vice Chancellor for Academic and Student Affairs (non-voting);
- ii. One Academic Affairs Vice President or designee from each university, state college, and DRI;
- iii. One NSHE faculty member appointed by the Council of Senate Chairs; and
- iv. One student body president or designee from each university, state college, and DRI.

D. Composition of the NSHE selection committee for the community college award:

- i. Vice Chancellor for Academic and Student Affairs (non-voting);
- ii. One Academic Affairs Vice President or designee from each community college;
- iii. One community college faculty member appointed by the Council of Senate Chairs; and
- iv. One student body president or designee from each community college.

E. Final Approval. The recommendation of the selection committee shall be presented to the Student and Academic Affairs Committee for final approval.

F. Award Amount: \$5,000

### **5. Regents’ Scholar Award**

The Nevada Regents’ Scholar Award is given annually to an undergraduate student from each university, state college, and community college and to a graduate student at each of the universities within the Nevada System of Higher Education. The awards are given as follows:

- Community colleges – one student per institution.
- State college – one student per institution.
- Universities – one undergraduate and one graduate student per institution.

Awards are to be based upon distinguished academic accomplishments, leadership ability, and service contributions while a registered student, as well as for the recipient’s potential for continued success. The selection process shall be managed on each campus through an institutional selection committee. In general, committee selections must adhere to the following eligibility criteria and nomination process:

#### **A. Eligibility.**

- i. Nominees must be currently enrolled in no fewer than 9 undergraduate credits or 6 graduate credits in the semester in which they are nominated.
- ii. Community college nominees must have completed no fewer than 30 credit hours at the community college level prior to the semester in which they are nominated.
- iii. State college nominees must have completed no fewer than 45 credit hours at the state college level prior to the semester in which they are nominated.
- iv. University undergraduate student nominees must have completed a minimum of 62 total credit hours within NSHE institutions prior to the semester in which they are nominated. University graduate student nominees must have been accepted to graduate standing prior to the semester in which they are nominated.
- v. Leadership and service accomplishments must have occurred while the nominee is a registered NSHE student.
- vi. Nominations must be submitted by an academic or administrative faculty member.

**B. Nominations.** Notification is sent annually by the Chancellor’s Office to each NSHE campus to begin the nomination process: late August/early September. Each nomination must contain the following information only:

- i. Formal letter of nomination from an NSHE employee or student that demonstrates the nominees’ academic and leadership abilities;
- ii. NSHE nomination form; and

- iii. Other supplemental materials as determined by the institution.
- C. Composition of the Institutional Selection Committee. The selection committee shall be determined by each institution, but should minimally be composed of faculty, student services administrative staff, and students.
- D. Final Approval. The recommendation of the selection committee shall be presented to the Board of Regents for final approval.
- E. Amount of the Award: \$5,000.

**6. Regents’ Awards Cost-Sharing per Institution for Cash Stipends**

- A. Each NSHE campus shares the costs of funding the Regents’ Awards – with the exception of the Scholar Award, which is funded 100 percent by System Administration (Regents’ Account), and the Advisor Award, which is funded 50 percent by System Administration (Regents’ Account) and 50 percent by the institutions. Per the cost-sharing tables below, each campus shall provide a check for the institution’s share of the awards to the designated person at the System Administration office no later than the last business day of March each year. The check must be made payable to the Board of Regents. The institutions shall not produce award checks for individual recipients.

The community college award costs are as follows:

<b>Award</b>	<b>CSN</b>	<b>GBC</b>	<b>TMCC</b>	<b>WNC</b>
Teaching <sup>1</sup>	\$1,250	\$1,250	\$1,250	\$1,250
Academic Advisor <sup>2</sup>	\$ 625	\$ 625	\$ 625	\$ 625
Scholar <sup>3</sup>	\$ 0	\$ 0	\$ 0	\$ 0
<b>TOTAL</b>	<b>\$1,875</b>	<b>\$1,875</b>	<b>\$1,875</b>	<b>\$1,875</b>

<sup>1</sup> The cost of the community college teaching award is shared equally among the community colleges.

<sup>2</sup> One-half of each Advisor Award stipend is funded by the institution and one-half by System Administration-Regents’ Account

<sup>3</sup> Scholar Award stipends are fully funded by System Administration – Regents’ Account.

The university, state college, and DRI award costs are as follows:

<b>Award</b>	<b>UNLV</b>	<b>UNR</b>	<b>NSC</b>	<b>DRI</b>
Teaching	The total cost of these awards is \$20,000, and is shared equally among the four institutions.			
Researcher				
Creative Activities				
Academic Advisor <sup>1</sup> – undergraduate and graduate				
Scholar <sup>2</sup>	\$ 0	\$ 0	\$ 0	\$ 0
<b>TOTAL</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>

<sup>1</sup> One-half of each Advisor Award stipend is funded by the institution and one-half by the System Administration-Regents’ Account.

<sup>2</sup> Scholar Award stipends are fully funded by System Administration – Regents’ Account.

B. In order to produce the award checks and to forward the final recommendations to the Regents’ Student and Academic Affairs Committee or the Research and Economic Development Committee, certain pieces of information are needed from the institutions.

i. Teaching Award, Researcher Award, ~~and Creative Activities Award~~ and Academic Advisor Award::

The institution employing the recommended recipient(s) must provide the following information to the Vice Chancellor for Academic & Student Affairs:

- Full Name;
- Nickname (if person goes by another name);
- Title;
- Social Security Number;
- Mailing Address; and
- 2-3 paragraphs of text summarizing the accomplishments of the recipient.

ii. ~~Academic Advisor Award~~ and Scholar Award:

Each institution provides the following information to the Vice Chancellor for Academic & Student Affairs for their campus recipients:

- Completed NSHE Nomination Form;
- Social Security Number; and
- 2-3 paragraphs of text stating why each recipient was selected.

# NSHE NOMINATION FORM FOR REGENTS’ SCHOLAR AWARD

PLEASE TYPE OR PRINT ALL RESPONSES

This form must be accompanied by a letter of nomination and any supplementary materials required by the institution for consideration for these awards.

NSHE INSTITUTION \_\_\_\_\_ ACADEMIC YEAR \_\_\_\_\_

FULL NAME OF NOMINEE \_\_\_\_\_

NICKNAME (IF NOMINEE GOES BY ANOTHER NAME) \_\_\_\_\_

CLASS STANDING & ACADEMIC MAJOR \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*City / State / Zip Code*

HOME PHONE NUMBER \_\_\_\_\_ WORK/SCHOOL PHONE NUMBER \_\_\_\_\_  
*(IF APPLICABLE)*

PLEASE ATTACH A 1/2 PAGE BIOGRAPHY OF THE NOMINEE

(Added 6/05; A. 7/06)