

# UNIVERSITY of NEW HAMPSHIRE

## *Excellence in Outreach Scholarship*

### *Outreach Scholars Academy*

#### Nomination Process

Recruiting the right faculty for the Academy is extremely important and a nomination process serves several purposes:

- Insures the support of the Dean/Director or department head for a faculty member who will take part in the academy;
- Creates a higher level of importance and recognition for faculty as they are nominated and selected through a competitive process;
- Provides a source of information about each nominee for academy planners to use in selection, writing biographies, assigning coaches and mentors, and making sure a cross section of disciplines and faculty rank are represented in the academy;
- Forces applicants to think about a project in the very beginning of the process;
- Provides a clear overview of expectations (dates, deliverables, and compensation)

Timeline for nomination process (times prior to Induction Ceremony):

|                  |  |
|------------------|--|
| 3-6 months prior | Nomination process shared with deans/department heads  |
| 3 months prior   | Nomination forms distributed   |
| 10 weeks prior   | Identify selection committee   |
| 8 weeks prior    | Nomination packets due to outreach office  |
| 7 weeks prior    | Selection committee reviews and makes decision   |
| 6 weeks prior    | Outreach Scholars (along with deans and department heads) are notified of the selection via e-mail |
| 5 weeks prior    | Outreach Scholars confirm participation and return Expectations/Commitment Agreement               |
| 4 weeks prior    | Invitations go out for induction ceremony  |

Supporting documents/files:

- Sample nomination form

The sample nomination form contains the entire packet: a cover letter to deans and directors (to be printed on your institution's letterhead), a nomination form to be filled out by the dean/director of the applicant, an application to be filled out by the nominee, and an expectations/commitment agreement to be signed by the nominee. Any portions of these forms can be updated as appropriate; however the yellow highlighted portions indicate text that needs to have specific information such as dates, names, etc. from your institution.

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