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DEPARTMENT OF INDUSTRIAL AND SYSTEMS ENGINEERING, UW-MADISON

Procedure Number:	ISyE P 20.1
Subject:	Department Policies Governing the Promotion of Faculty Awards
Date Issued:	03/11/2016
Supersedes:	None
Written by:	Faculty Affairs cluster
Approved by:	ISyE Faculty Committee at September 20, 2013 meeting
Review/Approved Date:	03/11/2016

1. Purpose:

The purpose of the following document describes the procedures used by the Department of Industrial and Systems Engineering (ISyE) for soliciting and nominating faculty members for intramural and extramural awards.

2. Scope:

This procedure applies to faculty members in the ISyE department.

3. Procedure:

- 3.1 Nomination of our faculty members for intramural and extramural awards is an important function of the ISyE department. Awards and recognitions benefit faculty members by increasing their visibility in the field, boosting their potential for merit and promotion, expanding their professional network, enhancing their self-esteem, and promoting greater acceptance and recognition of their accomplishments to the university, academia, industry and the public. Awards benefit the ISyE department and all its faculty members and students by bringing prominence to its academic excellence and acknowledgement of its stature among peers. The ISyE department encourages all faculty members to actively identify and pursue opportunities for awards and recognitions, and it promotes and supports them in accruing intramural and extramural honors and distinctions in their academic pursuits.
- 3.2 The process of identifying potential awards and recognitions starts with each individual faculty member actively scanning opportunities and self-identifying awards they wish to pursue to their colleagues in the ISyE department who will help advance their nomination. The Faculty Affairs cluster is the department organization that is charged with the task of assisting faculty members by working with the department chair to appoint appropriate colleagues to assist in preparing nomination and award applications.
- 3.3 The ISyE department's role in faculty award nominations includes helping colleagues identify potential awards where they may be most competitive, assisting in preparing nomination letters and applications, identifying potential internal and external letter writers, contacting potential letter writers and soliciting their participation, and following up on letter

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writers who commit to wiring on behalf of the candidate. Every faculty member is encouraged to maintain a running list of potential letter writers who might be depended on for award nominations. Ultimately, it is the individual faculty member's responsibility to provide nomination committees with pertinent information needed for the nomination.

3.4 Process for Time-Sensitive Awards:

Time-sensitive awards are those that are irregular ad hoc awards that require a departmental nomination with an impending deadline. For these awards, the nomination process will proceed as follows:

Step 1. The department chair makes an announcement to the faculty members to identify a potential candidate pool by a reasonable deadline. Area groups, oversight committees, other department committees, and the department chair are encouraged to make nominations. Self-nominations are also encouraged and the Faculty Affairs cluster may identify additional nominees. Nominations should be sent to the Faculty Affairs Cluster, including a rationale for the nomination of an individual prior to the announced deadline.

Step 2. The Faculty Affairs cluster makes a recommendation to the Faculty committee if the timeline allows. If the time does not permit for a Faculty committee meeting for the discussion of the nomination, the Faculty Affairs cluster sends the nomination to the department chair.

Step 3. If the Faculty Affairs cluster cannot make a decision or feels the cluster cannot make a decision on time, then the Faculty Affairs Cluster may request the department chair to decide on the nomination.

3.5 Process for Regularly Occurring Awards:

The Faculty Affairs cluster welcomes requests for assistance in being nominated for awards at any time, but it will annually solicit requests for award nominations for the following academic year during the Spring semester of every academic year. Typically, the chair of the Faculty Affairs cluster circulates a written request for awards being sought, including campus and college awards during Spring semester. It is anticipated that every faculty member self-identify one or more opportunities that they wish to pursue. Awards should be a part of every faculty member's academic planning. Faculty members are encouraged to suggest colleagues for awards that they may think are competitive. Area groups are encouraged to offer additional suggestions for potential awards in their professional societies and organizations for their members. It is anticipated that probationary and newly tenured faculty members be mentored through their individual review committees on strategies and tactics for competing for awards as part of their advisory role.

In the case where more than one faculty member wants to compete for an award where only one nomination is permitted by a department, the Faculty Affairs cluster should assist in advising faculty members, and if necessary request a vote by the Faculty committee as to which nomination should go forward by the department. The following process will be followed for this purpose:

Step 1. The Faculty Affairs cluster provides the names of the nominees to the Faculty committee, along with sufficient information (e.g. CV and a brief statement of why the

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nominee(s) is (are) a good fit for the award under consideration) to make a decision.

Step 2. The nominee is primarily responsible for the preparation of the full package. If external reference letters are needed, then the department office sends the solicitation letters on behalf of the department chair. The department chair may identify appropriate reviewer(s) to provide feedback for the improvement of the nomination package.

Step 3. Upon completion, the department office submits the nomination on behalf of the department.

End of Procedure