

**Guidelines for Those Wishing to Submit Nominations for the
Tonkin, Larsen, and Trachtenberg Faculty Awards**

Thank you for your time and effort in nominating a faculty member for a Tonkin, Larsen, or Trachtenberg Award.

The Faculty Senate Awards and Nominations Committee has developed these guidelines to supplement the information in the annual call for nominations. Please note that while nominations require current materials (e.g., CV), all awards are based on the nominees' accomplishments and service over their career, not just the past year. We hope these guidelines will assist you in the nomination process but should you have questions or need further information, please feel free to contact the chair of the Committee.

Tonkin Award for Scholarly and/or Artistic Creativity

Guidelines for Nominators

This award “is given each year to a faculty member who has displayed unusual creativity and innovation in the pursuit of his or her scholarship.”

1. Check that the nominee meets basic eligibility requirements per the call
2. Complete the nomination form:
 - a. Provide a narrative describing the nominee’s accomplishments; please keep in mind that the members of the Awards and Nominations Committee may not be familiar with the nominee’s discipline and will rely on your nomination to understand the meaning and significance of those accomplishments
 - b. Indicate, specifically and in detail, how the nominee’s scholarship or artistic productivity meets the standard of “unusual creativity and innovation”; that is, how does the scholarship go beyond what might be expected of a faculty member at the same level of experience and expertise
 - c. Obtain from the nominee, or ask the nominee to include documentation in her/his CV, the indicators of quality noted in the call (e.g., peer reviewed publications, acceptance rejection rates, jury information for exhibits/competitions, commissioned works, copies of reviews for performances, invited presentations, reviews of the nominee’s book or monograph, etc.)
3. Provide the nominee’s current CV
4. Include letters to support the nomination
 - a. A maximum of four from University of Hartford colleagues
 - b. A maximum of four from colleagues outside the University
 - c. Please inform letter writers that all letters:
 - i. Must specifically address the intent of the award
 - ii. Must state how the nominee’s scholarship or creative works have contributed to the discipline or field and which are considered the most important works of the nominee
 - iii. May not be letters written for other purposes such as tenure or promotion
5. Non-faculty nominators and/or those outside the nominee’s field should enlist a knowledgeable faculty member to assist with and/or review the nomination packet.
6. For re-nominations: please be sure that all materials are updated for the current nomination

- 7. The committee will ask one nominator to attend a meeting and support the nomination with a 10- to 15-minute presentation and brief question/discussion period**
- 8. Nominations will be evaluated on the basis of merit but the committee will also consider the extent to which the materials in the packet adhere to these guidelines, especially #1, #2, and #4 above**

Larsen Award for Excellence in Teaching and Contributions to University Life

Guidelines for Nominators

This award “is given each year to one or more representatives of our most outstanding teachers...The criteria include: excellence in classroom teaching, interest in/impact on the academic success of students, and contributions to University life.”

1. Check that the nominee meets basic eligibility requirements per the call
2. Complete the nomination form:
 - a. Provide a narrative describing the nominee’s accomplishments with respect to teaching and mentoring students; please keep in mind that the members of the Awards and Nominations Committee may not be familiar with the specific expectations for teaching in the nominee’s discipline and will rely on your nomination to understand the meaning and significance of those accomplishments
 - b. Document, specifically and in detail, the nominee’s excellence in teaching, interest in students, impact on student achievement, and contributions to University life.
3. Provide the nominee’s current CV
4. Include letters to support the nomination
 - a. A maximum of four from University of Hartford colleagues
 - b. A maximum of four from colleagues outside the University
 - c. Please inform letter writers that all letters:
 - i. Must specifically address the intent of the award
 - ii. May not be letters written for other purposes such as tenure or promotion
5. Include summaries of teaching evaluations for the time period employed at University of Hartford (obtained from the nominee)
6. Include a maximum of six letters of support from alumni and/or former students who are no longer attending the University
7. Include a peer evaluation of teaching based on direct observation of the nominee, by the nominator or another faculty member/dean, within the past two years
8. Non-faculty nominators and/or those outside the nominee’s field should enlist a knowledgeable faculty member to assist with and/or review the nomination packet
9. For re-nominations: please be sure that all materials are updated for the current nomination

- 10. The committee will ask one nominator per candidate to attend a meeting and support the nomination with a 10- to 15-minute presentation and brief question/discussion period**
- 11. Nominations will be evaluated on the basis of merit but the committee will also consider the extent to which the materials in the packet adhere to these guidelines**

Trachtenberg Award for Sustained Service to the University of Hartford

Guidelines for Nominators

This award “is intended to recognize exemplary service on behalf of the University. The award appreciates dedication to the concerns of the University and willingness to participate fully in University life.”

1. Check that the nominee meets basic eligibility requirements per the call
2. Complete the nomination form:
 - a. Provide a narrative describing the nominee’s accomplishments; please keep in mind that the members of the Awards and Nominations Committee may not be familiar with the nominee’s length and range of service and will rely on your nomination to understand the meaning and significance of those accomplishments
 - b. Indicate, specifically and in detail, what is exemplary about the nominee’s service and willingness to participate in the life of the University
 - c. Include descriptions of committees and accomplishments of committees during the nominee’s tenure, and the nominee’s role; this information may be documented in letters of support, in the CV, and/or on a summary sheet. While not required, the summary sheet may be a useful means of organizing the information and ensuring that it is complete
3. Provide the nominee’s current CV
4. Include letters to support the nomination
 - a. A maximum of four from University of Hartford colleagues
 - b. A maximum of four from colleagues outside the University (if appropriate)
 - c. Please inform letter writers that all letters:
 - i. Must specifically address the intent of the award
 - ii. May not be letters written for other purposes such as tenure or promotion
5. Non-faculty nominators and/or those outside the nominee’s field should enlist a knowledgeable faculty member to assist with and/or review the nomination packet
6. For re-nominations: please be sure that all materials are updated for the current nomination
7. The committee will ask one nominator to attend a meeting and support the nomination with a 10- to 15-minute presentation and brief question/discussion period
8. Nominations will be evaluated on the basis of merit but the committee will also consider the extent to which the materials in the packet adhere to these guidelines, especially #1, #2, and #4 above