September 28, 2010

To:  Faculty of Arts and Sciences

From:  Dean Carl Strikwerda

Subject:  Request for Plumeri Fellows Nominations, due October 25, 2010

Thanks to a generous gift from alumnus Joe Plumeri ‘66, the College will be able to award 20 Plumeri Fellowship awards to faculty members annually. Each Fellow will receive a $10,000 award which may be used for salary or for support for research or teaching, expendable over two years. Arts & Sciences is guaranteed at least 11 awards. This is to inform you of the procedures for nominating Arts & Sciences faculty members for these awards will be as follows:

1. Chairs and directors are asked to nominate colleagues: up to two from each department and three from any department with at least 20 faculty members, and one from each interdisciplinary program. Chairs and directors may create a nomination committee for their unit or designate a personnel or executive committee to solicit nominations and write letters. Nominees would normally not be informed of their nomination.

2. Any three faculty members can also nominate a colleague by writing a joint letter of nomination.

3. Nominees must have received tenure at the time of nomination.

4. Nominations will consist of:
   a) a letter of nomination from a faculty member.
   b) a current c.v.

5. Nominees should have strong records in teaching, research, and service. Letters of nomination should point out reasons why nominees particularly deserve an award. Department chairs, program directors, and current holders of term or distinguished professorships or other honors are eligible for nomination. Nominators may request that chairs provide information on nominee’s teaching records to support the nomination.

6. Nominations of previous nominees not awarded fellowships are encouraged.

7. Nominations will be submitted in hard copy to the Dean’s Office, and marked clearly “Attn: Plumeri Fellow Nomination.”
8. The Dean will pick a committee of five previous Plumeri Fellows to serve as an advisory committee which will rank the nominees in three groups:
   1. Clearly should be nominated;
   2. Should be considered for nomination;
   3. Less clearly qualified for nomination.

9. In evaluating the list submitted by the advisory committee, the Dean will consult, as appropriate, with Faculty Affairs Committee members, department chairs, program directors, and Arts and Sciences contact deans. A confidential list of 25 nominees will be sent by the Dean to the Provost’s office.

10. Nominations will be due in the Dean’s Office on Monday, October 25, 2010 by 5:00 p.m.

11. Final decisions will be announced by the Provost’s Office.