

**MARY SHERMAN FELLOW AWARDS PROGRAM**  
**Fogelman College of Business & Economics**  
**Drafted: 12.18.18**

**1. Purpose**

The Mary Sherman Fellow awards annual Program of the Fogelman College of Business & Economics (FCBE) recognizes an outstanding faculty member's contributions to achieving the college mission in either teaching or research.

**2. Eligibility Criteria**

All FCBE full-time faculty members are eligible to apply for this award except faculty members with significant administrative duties (associate deans, department chairs, and other administrators), chairs of excellence, and those currently holding other college or university level professorships and fellowships. Candidates can nominate themselves or be nominated by a FCBE faculty member. The nominator should possess sufficient knowledge of the nominee's exemplary contributions to merit the award. A formal letter of nomination to the Mary Sherman Fellow Selection Committee (c/o Associate Dean for Administration and Faculty, Fogelman College of Business & Economics) by email, is required by the designated deadline. The nominator's letter should clearly state the rationale justifying why the nominee is qualified to participate in the award competition.

A Mary Sherman Fellow awardee (e.g., for research) is ineligible in another category (i.e., for teaching) for the three-year time period s/he holds the award title. An awardee can only receive the award once in each category and is only eligible for the other category if s/he is not currently holding the fellowship in the other category. Also, a Sherman Fellow cannot concurrently hold another Fellowship or Professorship title administered in the department, college or university.

Consistent with the intent of this award, multi-year efforts will be made to achieve appropriate distribution across the award categories, academic ranks, and FCBE disciplines, but the primary objective is the quality accomplishments of the nominees. There is no requirement that faculty from all departments receive awards.

**3. Call for Nominations**

Each year in the spring semester, the Associate Dean for Administration and Faculty will issue a call for nomination of candidates for the Mary Sherman Fellow awards. The award will be given at the fall opening of the following academic year. The Associate Dean will inform nominees and ask them to accept or decline nomination. If a faculty is nominated in more than one category, s/he must select one category in which s/he desires to be candidate. Faculty accepting nominations must submit in hard copy an application package of supporting documentation of their accomplishments (e.g., SETE scores for teaching-related awards and recognitions, supportive letters, commendations, etc.) for up to three (3) years in the category of the teaching or research award nomination. Applicants are responsible for assembly of their packets including all supporting documents and letters of recommendations (up to 3 letters). The award candidates should provide a record sufficiently consistent in quality and scope to reflect sustained and distinguished contributions. Documentation of accomplishments should be descriptive, concise, and complete. Application packets must be submitted to the Associate Dean by the announced deadline.

#### 4. Selection Criteria

Contributions made while on the faculty of the University of Memphis will receive greater weight in the selection process. The following criteria were developed as general guidelines for evaluating nominees for Mary Sherman Fellow Awards in teaching or research. The overall level of accomplishment and resulting benefits to the University, College, and the nominee will be primary considerations for selection. The nominees judged to have the strongest evidence of excellence will be selected for the awards, regardless of academic rank or department.

##### •Teaching

In teaching, evidence of meritorious performance could include such factors as:

- The nominee has exemplary performance in the classroom
- Student perceptions of the nominee are highly favorable in terms of SETE scores and/or other indicators
- Indications that the nominee challenges students to further develop their knowledge and skills
- Administrative assessment of the nominee's teaching effort exceeds expectations
- The nominee is highly regarded among FCBE peers in the area of teaching
- Novel or innovative approaches implemented for course instruction (face-to-face, online, hybrid)
- The nominee is providing value to students (e.g., alumni letters, employer testimonials, learning outcomes, mentoring, advising student business clubs, and thesis or dissertation advising)

##### •Research

Meritorious evidence of research excellence, commensurate with one's rank and experience, could include:

- Sustained and exceptionally high-quality research performance outcomes (e.g., outstanding record of productive research, scholarly publications, and related achievements, including faculty annual research evaluations performed by the nominee's Department Chair)
- A continuing record of exemplary academic and professional citizenship appropriate to the discipline (e.g., fellowship in significant professional associations, major leadership roles in highly regarded professional organizations, etc.)
- Significant professional achievements at the national or international level which enhance the external stature and visibility of the university, college and the faculty [e.g., multiyear citation counts, as in *Journal Citation Report's Social Sciences Citations Index (SSCI)* and *Sciences Citations Index (SCI)* relevant to the nominee's specialization field(s) or interdisciplinary research area(s), discipline; internal (University, College, Department) and external (other universities, formal professional associations) best papers or research awards received.]
- Major scholarly activities that bring recognition to the University and College (e.g., major national and international conference presentations/symposia, etc.)
- Strong, miscellaneous scholastic activities which were performed, but not appropriate for inclusion in one of the above areas (e.g., on-going high-potential research activities including working papers)
- Research grants, including contracts. List funding source, amount, and award duration
- The nominee is highly regarded among FCBE faculty members, or peer institutions, in the area of research

#### 5. Selection Process and Recommendations

The Mary Sherman Fellow Awards Committee is appointed by the Dean. The Committee has an advisory role and is charged with evaluating applications for the Fellows. The Associate Dean

convenes the first meeting of the Committee and charges it with the responsibility of evaluating applicants and making recommendations for the Mary Sherman Fellow award. The Committee elects a chair, reviews and deliberates on the materials submitted by each candidate, summarizes the qualification of the candidates, determines who is qualified for the Fellow award, and provides a written justification to the Dean, by the designated deadline. The Dean, in conjunction with relevant others, will select the recipients.

## 6. Awards

The Mary Sherman Fellow Award includes a one-time stipend of \$2,500 and the right to use the title of Mary Sherman (Teaching or Research) Fellow for three years. Up to one award may be made per year in either the teaching (T) or research (R) category. Awardees will be allowed to use their stipends for salaries, travel, supplies, or other expenses in any proportions they have chosen. The Fellows may acknowledge support of their awards on the relevant work produced, as fellows. “This work is made possible in part through the support of the (insert academic year) Mary Sherman (Teaching, or Research) Fellow award in the Fogelman College of Business & Economics at the University of Memphis.”

## 7. Awardee Obligations

**A.** Mary Sherman awardees will submit “individual reports” summarizing their activities for submission to the Dean, Provost, President, and the grantor. The report should describe related professional outcome activities completed during the previous three years. The annual performance reviews can serve as a resource for most of the documentation relating to (T) teaching and (R) activities. These reviews and other appropriate information from the recipients will be used to compile the report.

A sample activity list is shown below:

- **Articles.** List bibliographical entry (R)
- **Awards.** List award name and granting organization (T, R)
- **Research Grants Awarded.** List funding source(s) and award duration (R)
- **Books.** List bibliographical entry (R)
- **Book Chapters.** List bibliographical entry (R)
- **Committee.** List level (department, college, or university) with each committee name. If activity is chairing a committee, indicate appropriate category (T, R)
- **Funded Grants.** List name, amount, funding source, and duration (T, R)
- **Journal/Conference Review Board.** List journal and/or organization (R)
- **Proceedings/Conference Presentations.** List bibliographical entry (R)
- **Teaching Innovations.** Any innovations in instruction/course delivery (T)
- **Other related item(s)** not fitting clearly into one of the above categories (T, R)

**B.** Recipients of Mary Sherman Awards have the responsibility of serving on future award selection advisory committees, as requested.