Established in 2006, the Rossmann Manatt Faculty Development Award is designed to recognize a faculty member in the College of Human Sciences (CHS) or the College of Agriculture and Life Sciences (CALS) who has demonstrated a truly exceptional level of creativity and productivity in scholarship, teaching and service, and who shows great promise of continuing such achievement.

This one-time award ($5,000-10,000 determined by the maximum income available as generated from the endowment) is intended to facilitate faculty development activities. The award may be used for funding of supplies, books, journals, equipment, travel, stipends for students and assistants, or any other normally allowed expense that furthers the academic mission of the university and may be reasonably related to the purpose of the endowment.

**Timeline** The award will alternate between the two colleges, with nominations accepted in the Fall semester and award winners announced in the Spring. Nominations of CHS faculty members are considered in odd-numbered years; nominations of CALS faculty members are considered in even-numbered years. The award period shall begin on July 1 after awardee selection, although expenditures may be approved in advance under special circumstances. Funds awarded must be entirely spent within two years following the start of the award period.

**Criteria** The recipient will be a tenured faculty member in either CHS or CALS who demonstrates documented evidence of an exceptional level of creativity and productivity in scholarship, teaching and service, and promise of continuing such achievement. The scholarship upon which the award is based will be judged broadly, both in terms of its contribution to the profession and its contribution to a challenging and stimulating educational atmosphere at the university.

**Format** Nominations/self-nominations shall consist of (in one PDF and in this order):

* Cover sheet (included in this RFP)
* Nomination letter summarizing how the candidate meets the award criteria\*
* Nominee statement describing the use of the stipend\*

*\* The nomination letter and statement are limited to three pages total*

* Nominee’s current curriculum vita

**Review** The selection committee will include the Dean of the College of Human Sciences, the Dean of the College of Agriculture & Life Sciences, a member of the Office of the Senior Vice President and Provost, and a faculty representative from the awarding college’s honors & awards committee. A sample of the rating form used by the selection committee is in included with this RFP.

Submit CHS nominations to chsgrant@iastate.edu by December 2, 2019 COB.

**Award Recipient Recognition and Responsibilities**

The award recipient will be recognized at a faculty meeting of the appropriate college. During the year following the announcement of the award, the recipient will make a presentation related to his or her scholarship, teaching, and/or service in an appropriate university forum. The colleges will host a biennial lunch for the donors, the two most recent recipients, the respective deans, and representatives of the Office of the Senior Vice President and Provost.

**Consistency with stated criteria in the RFP – Dean’s office checks**

* Tenured faculty member in the College of Human Sciences / College of Agriculture and Life Sciences
* Activity(ies) can/will take place starting July 1 of the selection year and can/will be spent within two years following the start of the award period
* Nomination complete (limited to 3 pages total)
* Letter of nomination (or self-nomination) summarizing how the candidate meets the award criteria
* Nominee statement briefly describing the use of the stipend
* Current CV included

**Consistency with stated criteria in the RFP – Committee evaluates**

***RFP:*** Documented evidence of exceptional level of creativity and productivity in scholarship, teaching and service, and promise of continuing such achievement.

***Rating:*** Quality of achievements - CV [ ]  [ ]  [ ]

 Exceptional Acceptable Unacceptable

 Nomination letter summarizes how [ ]  [ ]

 candidate meets the award criteria Yes No

***Notes:***

***RFP:*** The scholarship upon which the award is based will be judged broadly, both in terms of its contribution to the profession and its contribution to a challenging and stimulating educational atmosphere at the University.

***Rating:*** Quality of achievements - CV [ ]  [ ]  [ ]

 Exceptional Acceptable Unacceptable

 Nomination letter provides information [ ]  [ ]

 regarding how candidate meets the award criteria Yes No

***Notes:***

***RFP:*** The award may be used for funding of supplies, books, journals, equipment, travel, stipends for students and assistants, or any other normally allowed expense that furthers the academic mission of the University and may be reasonably related to the purpose of the endowment.

***Rating:*** Quality of nominee statement [ ]  [ ]  [ ]

 Exceptional Acceptable Unacceptable

 Intended use of funds is consistent [ ]  [ ]

 with award criteria Yes No

***Notes:***

Nominee       ISU net-id

Position title/department or school

Business Address

Home Address

Daytime phone       Fax

Nominator       E-mail

Position title/department, school, or company

Business address

Home address

Daytime phone       Date of submission

Submit CHS nomination packet in pdf format to
chsgrant@iastate.edu by COB 12/2/19.

FOR CHS, direct questions to Jennifer Margrett, Interim Associate Dean for Research & Graduate Education at 515-294-9207.

Nomination packet must be one PDF/document with contents in this order:

* Nomination cover sheet
* Letter of nomination (from nominator listed above)
* Nominee statement
* Nominee’s current curriculum vita