

SOP HR.14.00	COS University Faculty Scholar Awards Procedure
Owner/Contact Information:	College of Sciences, Human Resources, 919-515-3487
Effective Date:	April 16, 2020
Last Revised/Reviewed:	July 1, 2020
Related Policies/Links:	University Faculty Scholars HR.02.02 Offer Letter and Change Notification Memo SOP

1. Purpose/Introduction

The [Provost's Office](#) oversees the University Faculty Scholars Program, which was established by Chancellor Randy Woodson in 2012. The program recognizes and rewards emerging academic leaders who demonstrate significant achievement. Each year, approximately twenty tenured or tenure-track faculty scholars are identified to receive this honor. To be eligible for consideration, outstanding faculty should be nominated by their college. Faculty members who are selected and named as University Faculty Scholars may use the title "University Faculty Scholar" for the duration of their faculty appointment at NC State. College of Science Human Resources (COS HR) is available to answer questions or provide guidance regarding the University Faculty Scholar Awards Procedure.

1.1 Historical Background of University Faculty Scholars Program

Until 2017, selection as a University Faculty Scholar conferred an award of \$10,000 annually for five (5) years. The annual award period was January through December. Beginning with the 2017-2018 fiscal year, scholars will receive a permanent increase to their base salary of 5% rather than a time-limited \$10,000 annual award.

For faculty members who are of the first five cohorts of University Faculty Scholars program, this 5% permanent increase to base salary will be applied to their base salary at the end of their initial five-year term as Scholars. These Scholars will receive the annual \$10,000 award during their initial five-year term, consistent with the original terms of their award. For example, the 2012-2013 Scholars (cohort 1) will receive the increase to base salary as of January 2018, given that their initial five-year term as Scholars ended in December 2017. The 2013-2014 Scholars (cohort 2) will receive an increase to their base salary as of January 2019, and so on. The Provost and Deans' have agreed to split the 5% salary increase 50/50. Such increase will be funded with state funds.

2. Definitions

Academic Year: Also known as 9 month appointments, begin August 16 and end May 15. 9-month academic-year appointments have no contractual work obligation for the summer.

COS: College of Sciences

COS HR: Abbreviation for College of Sciences Human Resources

Department Representative: The person submitting any action on behalf of their department or center

Fiscal Year Appointment: Also known as 12-month appointments. Fiscal Year appointments may begin at any time of the year but are usually for the period of July 1 through June 30.

PeopleAdmin (PA7): The position management and applicant tracking system used by NC State University.

PeopleSoft (PS): The primary Human Resource Information System used by NC State.

UHR: University Human Resources

College of Sciences
Standard Operating Procedures

3. Procedures

3.1 Selection Process

The selection process is updated every academic year and found [here](#) on the Provost web page.

The number of nominations for each college has been set, based on the number of tenured and tenure-track faculty FTEs in that college. The provost's [Administrative Advisory Committee](#), which is composed of senior faculty recommended by each college, will review nominations and make recommendations to the provost. The provost will make the final decision on awardees in consultation with the chancellor. No college will receive a set number of awards in any given year.

3.2 COS UFS Nomination Process

The nomination process document is updated annually by the Executive Assistant to the Dean. The number of nominations for each college has been set based on the number of tenured and tenure-track faculty FTEs in that college. More information on the entire process can be found in the [College of Sciences Nomination Process](#) document.

3.3 Timeline for the Academic Year

All timeline information is maintained by the Provost office on the University Faculty Scholar [web page](#). You should check the webpage for information regarding timelines and deadlines.

3.4 Notifying University Faculty Scholar Recipients and Award Issuance

The Provost office sends an email directly to the Scholar notifying them of the nomination, attaching the letter from the Chancellor, along with copies to the Department Head and the Dean on the email. The Department Head forwards that email to their business officer. The business officer sends the approved letters to the following: the [Department Representative](#), the [University Advancement office](#), [COS HR](#) and the [Assistant Dean for Finance and Business Management](#).

3.5 Procedures for the 2017-2018 scholars (cohort 6) and beyond:

3.5.1 The Provost's office will provide a list of the awarded UFS faculty to UHR/Class and Compensation department directly. Once received, UHR will proceed with System Office approval, if applicable, and UHR will enter the salary increase and title change actions into the HR system. COS HR will confirm with the Department Representative when UHR has completed the HR system transactions for the salary increase and title change.

3.5.2 The Provost Office will transfer their 2.5% of the increase directly into the department state project 201XXX. COS Office of Finance and Business Management will transfer their 2.5% of the increase directly into the same department state project 201XXX.

3.5.3 Any letters received throughout this process should be maintained in the faculty member's personnel file, which the Department Representative should scan and forward to [COS HR](#).

College of Sciences
Standard Operating Procedures

4. Changes and Review

Subsection	Summary of Changes	Date
Effective Date/Last Revised Date Updated	Changed to 4/16/2020 for effective date and last revised 4/21/2020	4/21/2020
3.5.1 Procedures for Cohort 6 (2017-2018) and Beyond:	Added PA7 effective date of 7/1 for PA7 action	5/19/2020
<p>2. Definitions</p> <p>3.5.1 3.5 Procedures for the 2017-2018 scholars (cohort 6) and beyond:</p> <p>3.5.3 3.5 Procedures for the 2017-2018 scholars (cohort 6) and beyond:</p>	<p>Added definition for UHR</p> <p>Added process that UHR will enter salary increase and title change. No PA7 action needed.</p> <p>Reworded to state any letters received during the process should be sent to COS HR for personnel file.</p>	6/29/2020