

**SECTION I. DATA FORM.**

Please **COMPLETE AND INCLUDE THE DATA FORM** (two pages) as a cover sheet to the candidate's nomination materials.

**I. DATA FORM**

**PART A: NOMINEE**

**Name:**

**Academic Rank:**

**Title (if applicable):**

**Department(s)/College(s):**

**MSU Appointment Date:**

**Considering Nominee's most recent faculty tenure at MSU, indicate nominee's percentage effort devoted to:**

|                                |                       |
|--------------------------------|-----------------------|
| Teaching/Instruction           | %                     |
| Research & Creative Activities | %                     |
| Service                        | %                     |
| Public Service/Outreach        | %                     |
| Administration                 | % (should total 100%) |

**If Percentage estimates of effort have varied substantially, please explain:**

**Office Address:**

**Office Phone:**

**Email:**

**Is Nominee aware s/he is nominated?**                      **Yes**                      **No**

(DATA FORM continued)

**PART B: NOMINATOR**

Name:

Is nominator a past recipient of the Distinguished Faculty Award (1988-2013) or the William J. Beal Outstanding Faculty Award (2014-2017) nominating directly to the All-University Awards Committee?

**Yes**

**No**

- If YES, then Part C (below) must be completed and the Chairperson/Director and the Dean must sign below and be provided with the option to provide commentary; place Chairperson/Director and/or Dean commentary in Section IV.
- If NO, do NOT complete Part C (below) and NO Chairperson/Director and Dean commentary should be provided in Section IV.

**Academic Rank/Title:**

**Department:**

**College:**

**Office Address:**

**Email:**

**Phone:**

**PART C:**

**Complete ONLY IF nominator is a past recipient** of the Distinguished Faculty Award (1988-2013) or the William J. Beal Outstanding Faculty Award (2014-2017) **and nominating directly** to the All-University Awards Committee.

**If nominating directly**, nominator **MUST** obtain signatures of the Chairperson/Director and the Dean, and also **MUST** provide each with the option of providing commentary.

Chairperson/Director and/or Dean commentary is to be limited to one page. If candidate is jointly appointed, both lead Dean and Chairperson/Director and other Dean and Chairperson/Director may provide commentary. This commentary will not count against the required number of letters of support. Place Dean and/or Chairperson/Director commentary in Section IV (see below) of the nominee's dossier. **Only past-DFA (1988-2013) or past-BOFA (2014-2017) who are nominating DIRECTLY to the committee must complete Part C and include Chairperson/Director and/or Dean commentary (when provided) in Section IV. All OTHERS DO NOT** complete Part C and do not request Chairperson/Director and/or Dean commentary for Section IV.

Department/School:

Chairperson/Director Name:

Signature:

College:

Dean Name:

Signature: