



Xavier University of Louisiana
College of Arts and Sciences

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MEMORANDUM

TO: College of Arts & Sciences Faculty

FROM: CAS Dean's Office

DATE: 1 July 2010

RE: Nominating procedure for NEH Summer Stipends

The National Endowment for the Humanities has stipulated the following regarding the nomination of college and university faculty for NEH Summer Stipends (see <http://www.neh.gov/grants/guidelines/stipends.html>):

“Faculty members teaching full-time at colleges or universities must be nominated by their institutions to apply for a Summer Stipend. Once faculty members are nominated by their institutions, they may submit their applications via Grants.gov. Each college and university in the United States and its jurisdictions may nominate two faculty members. Any faculty member is eligible for nomination.

“Each institution must announce its nominating procedures to all prospective applicants. Prospective applicants should become familiar with their institution’s nomination procedures before the September 30 application deadline. Each institution should designate a nominating official, usually an academic vice president or dean. Nominating officials will receive an e-mail message soon after the application deadline, asking them to confirm the status of all individuals who require nomination.”

Xavier University’s nominating procedure is as follows:

1. At least one month before the NEH due date for the submission of a Summer Stipend application, a copy of the application and supporting materials should be forwarded to the office of the CAS Dean. The application must also have the written support of the applicant’s department chair.
2. The CAS Dean will review the application. If the Dean judges the application to be worthy of college support and agrees to serve as the nominating official, the applicant may then proceed with the application process.
3. In the event that more than two college faculty wish to apply for an NEH Summer Stipend, the CAS Dean will review all applications as described in (2.) above. If the Dean judges more than two applications worthy of support, he or she will call an ad hoc review committee (composed of tenured faculty), which will review all applications and recommend no more than two for college support. The successful applicants may then proceed with the application process.