



Director of Faculty Recognition – Application Cover Page

Office of the Provost – Mississippi State University

Applicant Name: _____ **NetID:** _____

Department: _____

Rank: _____

Acknowledgment of Appointment Terms

- **Effort:** 25% administrative appointment within the Office of Faculty Affairs.
- **Term:** Annual pilot appointment, renewable based on program evaluation.
- **Compensation:** \$5,000 annual administrative stipend.
- **Responsibilities:**
 - Identify and promote national/international award opportunities for faculty.
 - Support nomination processes for major awards and honors.
 - Maintain a centralized database of faculty accolades.
 - Coordinate recognition events and communications with University Relations.
 - Advise the Provost's Office on faculty distinction strategies.

Signatures

By signing below, the applicant and department head/director acknowledge the appointment terms and agree to collaborate on workload adjustments to support the administrative responsibilities of this role **if hired**.

Applicant: _____ **Date:** _____

Department Head/Director: _____ **Date:** _____