

Longwood University Faculty Senate  
**PROPOSAL/POLICY COVER  
SHEET**

This cover sheet is intended to provide information to members of the Faculty Senate about a new proposal/policy or about revisions to an existing proposal/policy. **If you are proposing a new policy, then attach the text of the policy to this form. If you are proposing a change to an existing policy, then attach the text of the current policy with any deleted language marked by a strikethrough and with new language marked by an underline. If you are deleting a policy, then attach the text of the policy to be deleted.**

**COMMITTEE(S)** that authored or sponsored this proposal: Faculty Senate Executive Committee

**TOPIC:** Renaming the Provost's Scholarship Award to the Susan H. May Scholarship Award

**BACKGROUND** (Provide a brief statement describing the origins of this proposal, the nature of the problem it addresses, and the work completed to devise the proposal): On August 3, Dr. Susan H. May, professor emerita of English, passed away. The proposal seeks to address a need to honor a faculty member instrumental in shaping Longwood's faculty governance as well as being a scholar in her own right.

**SUMMARY OF NEW POLICY OR PROPOSED CHANGES OR DELETIONS TO AN EXISTING POLICY** (Provide a brief list or statement describing the content of the policy or the proposed changes or deletions): The proposal renames the Provost's Scholarship Award to the Susan H. May Scholarship Award.

**RATIONALE FOR THE POLICY OR PROPOSED CHANGES** (Provide a brief statement as to why the new policy, the changes, or the deletion is needed):  
Dr. May's dissertation, completed in 1974, was the basis for her life's work and greatest scholarly achievement – co-authorship of the New Variorum Edition of *A Midsummer Night's Dream*, a major work of literary criticism that took her 50 years to complete. Although Susan retired in 1996, she kept a full-time office in Grainger, where she worked on the New Variorum Edition. Information about her scholarship is [here](#).

**Routing information and signature lines:**

Date submitted to Senate Executive Committee for Consideration:  
Action(s) Taken:

Date first read at Faculty Senate:

Action(s) Taken:

Date final action taken by Faculty Senate:

Action(s) Taken:

Senate Chair: \_\_\_\_\_

Date submitted to the PVPAA (within 5 working days of Senate approval):

Action(s) Taken:

PVPAA: \_\_\_\_\_

Date: \_\_\_\_\_

Date submitted to other administration:

Action(s) Taken:

Administrator: \_\_\_\_\_

Date (within 15 working days of PVPAA's signature): \_\_\_\_\_

Date submitted to the Board of Visitors:

Coversheet updated 9/2017

## E. FACULTY AWARDS: CRITERIA AND SELECTION PROCESS

Maria Bristow Starke Faculty Excellence Award	Awarded at Fall Convocation
Assistant Professor Award of Excellence	Awarded at Fall Convocation
Maude Glenn Raiford Teaching Award	Awarded at Fall Convocation
Maude Glenn Raiford Assistant Professor Teaching Award	Awarded at Fall Convocation
William David Stuart Leadership and Service Award	Awarded at Fall Convocation
Innovation in Teaching Award	Awarded at Fall Convocation
Provost's Susan H. May Scholarship Award	Awarded at Fall Convocation
Simpson Distinguished Professorship	Awarded at Fall Convocation
SCHEV Outstanding Faculty Award	Awarded at State Banquet

### Procedures

1. Faculty members may not nominate themselves for any of the above awards.
2. Faculty members may not be awarded more than one of the awards in the same academic year.
3. Nominations should be submitted to the Faculty Awards Committee Chair as instructed in the call for nominations.
4. After the nomination is received, the committee chair shall notify the nominee and provide a copy of the policies and procedures regarding submission of materials and selection criteria.
5. The nominator may request that the committee chair keep their name anonymous.
6. The call for nominations shall be made by the first week in October, the start of classes in January, and the final call shall be the fourth week of January with the deadline the first Monday in February.
7. Where there is only a single nominee for the award, there shall not be an additional call for nominations. If the nominee meets the criteria and committee standards, the award shall be made.
8. If the faculty awards committee does not feel that any single nominee meets the criteria and committee standards, no award shall be made for that academic year.
9. The committee chair shall convey the committee's findings to the Provost and Vice President for Academic Affairs (PVPAA) in writing by April 1.
10. If a Faculty Awards Committee member is nominated for any award(s), then that person will have no involvement in the decision-making for that (those) award(s) only (and does not have to recuse her/himself from the committee).
11. No faculty member can win the same award more than once in a five year period.

### Nominations

1. Nominations shall include: a.) a letter of nomination from a faculty member that showcases the nominee's achievements in relation to the specific award s/he is nominated for and does not exceed two pages in length using 12-point font; and b.) documents provided by the nominee, as detailed below. (see #3)
2. For the Starke Faculty Excellence Award and Assistant Professor Award of Excellence, documents provided by the nominee shall include a.) a copy of the nominee's current vita; b.) supporting evidence of teaching excellence from the past two years. That evidence may include, but is not limited to, course syllabi and materials, letters of recommendation, and related scholarly work. These supporting documents should not exceed ten pages; c.) a personal statement of teaching philosophy and practice not to exceed three pages; d.) one scholarship sample, if possible.

For the Maude Glenn Raiford Teaching Awards (Assistant Professor and Senior Faculty), documents provided by the nominee shall include: a.) a copy of the nominee's current vita; b.) student evaluations for the last two years from each class; c.) a personal statement of teaching philosophy and practice not to exceed three pages.

For the Innovation in Teaching Award, documents provided by the nominee shall include: a.) a copy of the nominee's current vita; b.) is available, student evaluations for the last two years from each class; c.) a personal statement of teaching philosophy and practice not to exceed three pages.

For the William David Stuart Leadership and Service Award, documents provided by the nominee shall include: a.) a copy of the nominee's current vita; b.) a personal statement that discusses leadership and service accomplishments, not to exceed three pages.

For the ~~Provost's~~ Susan H. May Scholarship Award, documents provided by the nominee shall include: a.) a copy of the nominee's current vita; b.) a personal statement that discusses scholarship accomplishments, not to exceed three pages; c.) one scholarship sample, if possible.

3. These documents should clearly provide evidence that the nominee's credentials meet the criteria of the award(s) for which s/he is nominated and state that s/he has not received the same award in the preceding 5 year.
4. No additional supporting evidence other than the nomination letter and required documentation as stated-above shall be solicited or considered.

### **Maria Bristow Starke Faculty Excellence Award**

The Maria Bristow Starke Faculty Excellence Award is intended for a faculty member who demonstrates excellence in scholarship, teaching, and other professional activities. To be nominated, the faculty member must hold the rank of associate or full professor and must have a minimum of two years of full-time teaching at Longwood University.

The recipient must have demonstrated excellence and a positive academic image, which results in benefits to current and future Longwood students. The demonstration of excellence may include, but is not limited to, areas such as innovative teaching, ability to motivate students, maintenance of high academic requirements and standards, incorporation of research on learning and teaching into instruction, supervision of student research, scholarly accomplishments appropriate for the discipline, academic advising, and other University activities. The evaluation of nominees for this award considers the three traditional areas of teaching, scholarship, and service with approximately equal weighting.

The recipient must be planning to continue at Longwood for at least one academic year following award. Nominations may be made by any faculty or staff member. Criteria for this award may be reviewed from time to time with family of Maria Bristow Starke to determine if changes need to be made to keep the Award in the forefront of University goals to emphasize quality and excellence.

### **Maude Glenn Raiford Teaching Award**

Longwood students. To be nominated, the faculty member must have completed a minimum of two years of full-time teaching at Longwood University.

The demonstration of service excellence may include, but is not limited to, areas such as academic advising, departmental and university service activities, service to professional organizations, and community service.

### **Provost's-Susan H. May Scholarship Award**

The Provost's-Susan H. May Scholarship Award is intended for a faculty member who demonstrates excellence in scholarship. To be nominated, the faculty member must have completed a minimum of two years of full-time teaching at Longwood University.

The demonstration of scholarship excellence may include, but is not limited to, areas such as continued commitment to ongoing scholarship, scholarly publications or accomplishments appropriate for the discipline, presentation of new disciplinary or pedagogical knowledge, public performances or shows, successful development of grants, and serving as an editor or reviewer for professional journals.

### **Simpson Distinguished Professorship**

The Simpson Distinguished Professorship was established through a generous gift from Murray S. Simpson, Jr. and Cora S. Simpson to recognize and support faculty who have demonstrated a sustained commitment to pursuing outstanding scholarship resulting in publications, presentations, or creative work in the visual or performing arts.

The Professorship is awarded annually at Convocation by the President, in consultation with the Provost, to a tenured faculty member selected from nominations by the Academic Deans. The recipient will be the Simpson Distinguished Professor for the current academic year. The Professorship carries a summer research stipend and a grant to support future scholarship in addition to a one-course release during the spring semester prior to the summer in which the faculty member elects to receive the summer stipend. The research grant may be expended over whatever period of time the faculty member chooses.

A new Simpson Distinguished Professor will be named each year at Convocation.

### **SCHEV Outstanding Faculty Award**

The SCHEV Outstanding Faculty Award Nomination is intended for outstanding faculty members who are able to represent Longwood University in the SCHEV award process. From SCHEV: "The Outstanding Faculty Awards are the Commonwealth's highest honor for educators at Virginia's public and private colleges and universities." Nominees submit their application package to SCHEV in September, and the awards are given at a ceremony in Richmond in March of the following year. More information is available at the SCHEV website.

Longwood University will send forth up to three (3) nominees each year for the SCHEV Outstanding Faculty Award.

From the SCHEV Outstanding Faculty Award submission guidelines: "A nominee must possess a record of superior accomplishment that reflects strongly the mission of his/her institution. A

The Maude Glenn Raiford Award is intended for a faculty member who demonstrates excellence in teaching. To be nominated, the faculty member must hold the rank of associate or full professor and must have a minimum of two years of full-time teaching at Longwood University.

The demonstration of excellence may include, but is not limited to, areas such as innovative teaching, stimulation of innovative teaching among colleagues, ability to motivate students, significant curricular revisions, maintenance of high academic requirements and standards, course organization and clarity, incorporation of research on learning and teaching into instruction, and supervision of student research.

### **Assistant Professor Faculty Award of Excellence**

The Assistant Professor Faculty Award of Excellence is intended for faculty members who hold the rank of assistant professor and must have a minimum of two years of full-time teaching at Longwood University, demonstrating excellence in scholarship, teaching, and other professional activities.

The demonstration of excellence may include, but is not limited to, areas such as innovative teaching, ability to motivate students, maintenance of high academic requirements and standards, incorporation of research on learning and teaching into instruction, supervision of student research, scholarly accomplishments appropriate for the discipline, academic advising, and other University activities. The evaluation of nominees for this award considers the three traditional areas of teaching, scholarship, and service with approximately equal weighting.

### **Maude Glenn Raiford Assistant Professor Teaching Award**

The Raiford Assistant Professor Teaching Award is intended for early career faculty members who hold the rank of assistant professor and must have a minimum of two years of full-time teaching at Longwood University, demonstrating excellence in teaching.

The demonstration of teaching excellence may include, but is not limited to, areas such as innovative teaching, stimulation of innovative teaching among colleagues, ability to motivate students, significant curricular revisions, maintenance of high academic requirements and standards, course organization and clarity, incorporation of research on learning and teaching into instruction, and supervision of student research.

### **Innovation in Teaching Award**

The Innovation in Teaching Award is intended for a faculty member or librarian who must have a minimum of two years of teaching at Longwood University, demonstrating outstanding innovation in teaching. Teaching innovation may be reflected in areas such as student engagement, support for students from underrepresented backgrounds, application of universal and accessible design, student research, academic literacy, professional preparation, or significant creative curriculum contributions.

### **William David Stuart Leadership and Service Award**

The William David Stuart Leadership and Service Award is intended for a faculty member who demonstrates excellence in service activities and who serves as a citizen leader role model for

nominee's accomplishments will be judged in relation to the nature/type of his/her nominating institution. Recipients will be selected from across all sectors of Virginia's higher education system. A nominee must possess a record of superior accomplishment in the four areas of scholarly endeavor described in Ernest Boyer's *Scholarship Reconsidered* (1990, Jossey-Bass): (i) TEACHING; (ii) DISCOVERY; (iii) INTEGRATION OF KNOWLEDGE and (iv) SERVICE."

Longwood University may also nominate one faculty member for the Rising Star Award.

From the SCHEV Outstanding Faculty Award submission guidelines: "A nominee in the RISING STAR category must be 1) in no more than his/her sixth year of continuous service as a full-time faculty member and 2) in at least his/her third year of continuous faculty service in Virginia. The Rising Star category is intended to acknowledge faculty members showing extraordinary promise at the beginning of their academic careers." The faculty member will be evaluated using the same criteria for the Outstanding Faculty Award described above.

Nominations may be made by any faculty or staff member. It is highly encouraged for people already nominated for a Faculty Award, to also be nominated for the SCHEV Award. The Faculty Awards Committee may also nominate someone from the pool of appropriate candidates received for the other Faculty Awards. However, a faculty member does not have to be nominated for a university award in order to be nominated for a SCHEV award.

*References: Minutes of the Faculty Senate, April 20, 2023, October 11, 2007, April 9, 2009, April 26, 2012, October 29, 2020, April 21, 2022; Board of Visitors, December 7, 2007, June 13, 2009.*