

APPENDIX N

FACULTY AWARDS: CRITERIA AND SELECTION PROCESS

Maria Bristow Starke Faculty Excellence Award - Awarded at Fall Convocation

Maude Glenn Raiford Teaching Award - Awarded at Fall Convocation

Junior Faculty Award **of Excellence** - 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. Eligible faculty members may be nominated for the Starke, Raiford, and Junior Faculty Awards in the same academic year but 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, which shall be sent to faculty via email.
4. Nominations shall also be made by email.
5. 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.
6. The nominator may request that the committee chair keep his/her name anonymous.
7. 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.
8. 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.
9. If the faculty awards committee does not feel that any nominee meets the criteria and committee standards, no award shall be made for that academic year.
10. The committee chair shall convey the committee's findings to the VPAA in writing by April 1.

Nominations

1. Nominations shall include: 1) a letter of nomination from a faculty member, not to exceed two pages in length using 12-point font (letters exceeding this limit will be returned to the nominator);
2. Document 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; d. one scholarship sample, if possible (Starke and Junior Award only).

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.
4. No other 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 the award. The selection committee will consist of seven individuals. The Executive Committee of the Faculty Senate shall appoint seven members of the faculty with two members from each College. 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

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 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.

Junior Faculty Award of Excellence

The Junior Faculty Award of Excellence is intended for an early career faculty member who demonstrates excellence in scholarship, teaching, and other professional activities. To be nominated, the faculty member needs to be in her/his third, fourth, or fifth year of full-time teaching, with a minimum of two years at Longwood University.

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.

SCHEV Award

Criteria for Nomination (excerpt from SCHEV document):

“A nominee for a Council of Higher Education Outstanding Faculty Award should have a current record of superior accomplishment in teaching, research, or public service. Since teaching is a principal focus at all institutions, particular emphasis will be placed on outstanding teaching accomplishments. The documentation submitted in support of a nominee should include details of the nominee’s achievements and contributions in teaching, research, artistic accomplishments, public service, or a combination of these areas. Descriptive and evaluative statements from current and former students, faculty and professional colleagues, administrators, private and public sector leaders, and others should be provided. A significant part of each nominee’s record of accomplishment should have been established since the nominee became a faculty member in the Virginia system of higher education. No fewer than three or more than six of the awards will be made to outstanding junior or mid-career faculty, and no fewer than eight awards will be primarily for excellence in teaching.” (Guideline, SCHEV Office, May 17, 1996)