

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 Awards Committee**

**TOPIC:** Updating language in Maria Bristow Starke Faculty Excellence Award to match the Faculty Awards Committee Description

**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): **Change Current language in FPPM**

**Maria Bristow Starke Faculty Excellence Award**

**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):

**Maria Bristow Starke Faculty Excellence Award**

Language is not needed - The recipient must be planning to continue at Longwood for at least one academic year following 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.

**RATIONALE FOR THE POLICY OR PROPOSED CHANGES (Provide a brief statement as to why the new policy, the changes, or the deletion is needed):** Updating language in Maria Bristow Starke Faculty Excellence Award to match the Faculty Awards Committee Description

**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:

## 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 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.) 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.

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 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. ~~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 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.