

**Faculty Awards Committee
Annual Report for 2007-2008**

Completed work:

(1) Review and recommendations for awards

Following the procedures in the Faculty Policies and Procedures Manual (FPPM), nominations and supporting materials were obtained for the awards listed below.

Junior Faculty Award: 4 people nominated

Starke Award: 6 people nominated

Raiford Award: 3 people nominated

After independent review and evaluation of the nomination files, the committee then met to discuss the nominations. The committee made recommendations to the Provost for these awards which will be presented at Convocation 2008.

(2) Revision of FPPM award descriptions

A proposal for FPPM revisions was submitted to the Faculty Senate and was approved at the October meeting. The proposal is attached as an addendum to this report.

(3) Proposal for new faculty awards

A proposal for three new faculty awards was submitted to the Faculty Senate and was approved at the February meeting. The proposal is attached as an addendum to this report. The proposal was then passed on to the appropriate administrators to pursue funding.

Future considerations:

(1) The faculty senate may wish to consider staggered terms for the appointments for this committee. This would provide for some continuity in the knowledge of procedures and equality in assessment from one year to the next.

(2) It is recommended that next year's Faculty Award Committee consider whether any additional changes are needed for the FPPM listing of the faculty awards. The new eligibility rules that were approved for next year may unintentionally exclude some faculty from eligibility for the awards. This issue should be considered in conjunction with knowledge about what new awards will be funded.

Faculty Awards Committee Addendum to Annual Report (2007-2008) – FPPM revision

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. 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 (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 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 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)

Proposal for Additional Faculty Awards

Drafted by the 2007-2008 Faculty Awards Committee

Request for Three New Awards:

- (1) A second Raiford teaching award (or teaching award like Raiford with a different title/donor) – this new award will be for Junior faculty
- (2) (Donor’s Name?) Leadership and Service Award – open to Junior and Senior Faculty
- (3) (Donor’s Name?) Scholarship Award – open to Junior and Senior Faculty

Award Descriptions:

(1) Maude Glenn Raiford Teaching Award (Junior Faculty)

The Junior Faculty Raiford Teaching Award is intended for an early-career faculty member who demonstrates excellence in teaching. 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 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.

(2) Leadership and Service Award

The 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 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.

(3) Scholarship Award

The 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.

Nomination and Selection Processes:

The procedures for nominations and selection shall generally follow those outlined for the current faculty awards. The procedures are listed below with a few modifications that would be necessary for the incorporation of these new awards.

Procedures

11. Faculty members may not nominate themselves for any of the above awards.
12. Eligible faculty members may be nominated for multiple awards in the same academic year but may not be awarded more than one of the awards in the same academic year.
13. 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.
14. Nominations shall also be made by email.
15. 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.
16. The nominator may request that the committee chair keep his/her name anonymous.
17. 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.
18. 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.
19. 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.
20. The committee chair shall convey the committee's findings to the VPAA in writing by April 1.

Nominations

5. Nominations shall include: a. 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); b. documents provided by the nominee, as detailed below.
6. When nominating a faculty member for multiple awards, one nomination letter shall be submitted.
7. For the Starke Faculty Excellence Award and the Junior Faculty 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 (Junior 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 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 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.
Nominees who are being considered for multiple awards shall write a single personal statement that includes teaching philosophy and practice, leadership and service accomplishments, and scholarship accomplishments, not to exceed seven pages.
8. These documents should clearly provide evidence that the nominee's credentials meet the criteria of the award(s) for which s/he is nominated.
9. No additional supporting evidence other than the nomination letter and required documentation as stated above shall be solicited or considered.

Recommendations for Implementation

1. All awards should be given at Fall Convocation, ideally beginning in Fall 2009.
2. The first call for nominations for new awards should be in the next October after funding is secured to allow the continuation of the awards.
3. Funding should also be sought to continue the Raiford Senior award. Currently, funding is only sufficient to continue this for two years.
4. Continued funding of the Raiford Senior award and all three of the new awards should be at approximately the same monetary level. This funding amount should be less than the Starke and the Junior Faculty Award of Excellence.