

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: Committee on Faculty Awards

TOPIC: Encouraging that award nomination letters showcase a nominee’s achievements in relation to a specific award s/he is being nominated for.

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):

Over the past few years, our committee has received an increasing amount of “shotgun” nominations, i.e. a single email with which a faculty member is being nominated for most, or all, awards the nominee is technically eligible for. This practice is not in the spirit of the awards, which are meant to honor specific achievements, such as outstanding teaching, academic excellence, or excellence in service activities. We propose changes to the FPPM language to discourage ‘shotgun’ nominations. Furthermore, we propose minor changes to update and clean up the section.

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):

On FPPM page 288, Section V, E.

- delete language that *explicitly states* that faculty may be nominated for multiple awards - which is the default assumption
- delete language that *explicitly states* that one letter should be used for multiple nominations
- add language that the nomination should showcase the nominee’s achievements in relation to a specific award
- add language asking the nominee to state that s/he has not received the award within the past 5 years
- clean up outdated language by deleting references to electronic communication

RATIONALE FOR THE POLICY OR PROPOSED CHANGES (Provide a brief statement as to why the new policy, the changes, or the deletion is needed):

While the language originally may have been chosen to increase the total number of nominations, the committee now receives a good number to ensure a competitive awards process. The committee therefore proposes to eliminate language that encourages nominators to nominate one person for multiple awards. We don't think it is necessary to outright *prevent* nomination for multiple awards, but each award should be justified by showcasing the nominee's achievements specific to each award.

We further propose to add language asking the nominee to state that s/he has not received the award within the past 5 years. This is a condition for the award, but difficult for a changing committee to determine.

Last, the relevant FPPM section refers in multiple places unnecessarily to the use of electronic communication. We propose to delete those references, as they seem outdated with email having become the norm.

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 Stark Faculty Excellence Award	Awarded at Fall Convocation
Junior Faculty Award of Excellence	Awarded at Fall Convocation
Maude Glenn Raiford Teaching Award	Awarded at Fall Convocation
Maude Glenn Raiford Teaching Award (Junior Faculty)	Awarded at Fall Convocation
William David Stuart Leadership and Service 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. ~~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.~~
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.~~
- 5.4. 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.
- 6.5. The nominator may request that the committee chair keep his/her name anonymous.
- 7.6. 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.
- 8.7. 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.
- 9.8. 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.
- 10.9. The committee chair shall convey the committee's findings to the Provost and Vice President for Academic Affairs (PVPAA) in writing by April 1.
- 11.10. 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).
- 12.11. 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 to exceed two pages in length using 12-point font; ~~and (letters exceeding this limit will be returned to the nominator);~~ b.) documents provided by the nominee, as detailed below . (see #3)
2. ~~When nominating a faculty member for multiple awards, one nomination letter shall be submitted.~~
- 3.2. For the Starke Faculty Excellence Award and Junior 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 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.

4.3. 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 years.

5.4. No additional supporting evidence other than the nomination letter and required documentation as stated-above shall be solicited or considered.

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.~~

~~To be considered for this award, nominees must possess a record of superior accomplishment that reflects strongly the MISSION of his/her institution.—~~

~~Nominees must also possess a record of superior accomplishment in the areas of teaching, scholarly activities, service, and curricular development/placing the nominee’s discipline in larger interdisciplinary contexts.—~~

Longwood University will send forth up to three (3) ~~a-nominees~~ each year for ~~each of the following three areas:~~ the SCHEV Outstanding Faculty Award ~~(general criteria listed above).~~

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 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.

- ~~• Rising Stars (no more than his/her sixth year of continuous service as a full-time faculty member and must be in at least his/her third year of continuous faculty service in Virginia)~~
- ~~• Teaching With Technology (possesses a record of use of innovative instructional technologies that leads to student learning outcomes).—~~

Nominations may be made by any faculty or staff member. It is highly encouraged for people already nominating someone for either the Starke, Raiford, Stuart, Provost or Junior Faculty awards, to also nominate that person for the SCHEV Award. The Faculty Awards Committee

may also nominate someone from the pool of appropriate candidates received for the Starke, Raiford, Stuart, Provost, or Junior 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.**