



Nomination Guidelines

for the 2018 Virginia Outstanding Faculty Awards

Full and complete nomination submissions must be received by the State Council of Higher Education for Virginia no later than 5 p.m. on Friday, September 29, 2017.

Please direct questions, comments, and completed nomination packages to:

Mr. Gregory Weatherford, Associate for Communications & Outreach
State Council of Higher Education for Virginia
James Monroe Building, 9th floor
101 N. 14th St., Richmond, VA 23219

Telephone: 804-786-2323

Email: GregoryWeatherford@schev.edu

Sponsored by Dominion

VIRGINIA OUTSTANDING FACULTY AWARDS

To recognize excellence in teaching, research, and service among the faculties of Virginia's public and private colleges and universities, the General Assembly, Governor, and State Council of Higher Education for Virginia established the Outstanding Faculty Awards program in 1986. Recipients of these annual awards are selected based upon nominees' contributions to their students, academic disciplines, institutions, and communities.

2018 OVERVIEW

The 2018 Virginia Outstanding Faculty Awards are sponsored by the Dominion Foundation, the philanthropic arm of Dominion. Dominion's support funds all aspects of the program, from the call for nominations through the award ceremony. The selection process will begin in October; recipients will be notified in early December. **Deadline for submission is 5 p.m. on Friday, September 29, 2017.**

The 2018 Outstanding Faculty Awards event is tentatively scheduled to be held in Richmond sometime in February 2017. Further details about the ceremony will be forthcoming. At the 2018 event, at least 12 awardees will be recognized. Included among the awardees will be two recipients recognized as early-career "Rising Stars." At least one awardee will also be selected in each of four categories based on institutional type: research/doctoral institution, masters/comprehensive institution, baccalaureate institution, and two-year institution. Nomination packages are first reviewed at the peer level by panels of faculty — many of whom are former award recipients — and administrators, assigned to score nominees by category. The top scoring nominees in each category are then submitted to the "Final Review Panel." The Final Review Panel may include academic leaders as well as leaders in business, civic organizations and government. Final Review Panel members review and score each finalist's nomination package and then meet in person to discuss the nominations and determine the Outstanding Faculty Award recipients.

The Outstanding Faculty Awards program is intended to recognize faculty from all sectors of the Commonwealth's higher education system. To that end, at least one award shall go to nominees from each of the following four categories of institutions: research/doctoral, masters/comprehensive, baccalaureate, and two-year. An additional category of awards is the Rising Star, which will have two recipients.

Nominations must be submitted at the institutional level, signed by the institution's

president or provost. For community colleges, the Virginia Community College System (VCCS) will screen individual institutions' nominees to ensure that the VCCS's submission allocation of 30 nominees is not surpassed. The use of campus-wide nomination committees is encouraged.

Each institution, as well as the VCCS, is assigned a maximum number of nominations based on its size as measured by total FTE enrollment. Nominee allocations for all institutions are listed herein. Institutions are limited to one nominee in the Rising Star category; a Rising Star nominee does not count against an institution's maximum allocation of nominees. Previous recipients are not eligible for subsequent awards.

This document and other information pertaining to the 2018 Virginia Outstanding Faculty Awards (including nomination packets from the 2017 recipients) can be found online at <http://www.schev.edu/AdminFaculty/OFAprogramIndex.asp>

SUBMISSION OF NOMINATIONS

A. Nomination Criteria

1. 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.
2. 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**. A nominee will be judged in each of these four areas (within the context of Criterion #1 above).
 - a. A record of superior accomplishment in the scholarship of **TEACHING** should contain clear and compelling evidence related to: (i) instruction; and (ii) student development and learning. [Please note: OFA no longer has a specific "Teaching with Technology" category. If a nominee is particularly proficient in the use of technology in teaching, evidence of this should be integrated into the record of teaching accomplishments.]
 - b. A record of superior accomplishment in the scholarship of **DISCOVERY** should contain clear and compelling evidence related to: (i) scholarly works (objective, subjective, and/or artistic); and (ii) scholarly activities (new knowledge and research).
 - c. A record of superior accomplishment in the scholarship of **KNOWLEDGE INTEGRATION** should contain clear and compelling evidence related to: (i) curricular development, including placing the nominee's discipline in larger interdisciplinary and cross-disciplinary

- contexts; and (ii) meaningful connections between a nominee's discovery and teaching.
- d. A record of superior accomplishment in the scholarship of **SERVICE** should contain clear and compelling evidence related to: the application of knowledge and expertise in the broader contexts of (i) institution; (ii) community/society; and (iii) professional service.
3. A nominee's record of superior accomplishment must demonstrate clear and compelling evidence of the nature, level, and/or degree of a nominee's: (i) involvement/ participation; (ii) effectiveness/success; (iii) impact/achievement; and (iv) recognition/acknowledgement in the areas of teaching, discovery, knowledge integration, and service. The nature, level, and/or degree of this evidence must also be reflective of his/her institution's type/mission.
 4. 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. A nominee in this category will be judged in each of the four aforementioned areas within the context of criterion #1.

B. Nomination Submissions

1. Format of Nomination Package

- a. Nomination submissions must be prepared using: (i) standard 8.5x11-in. page size; (ii) standard one-inch margins; (iii) at least single spacing; (iv) size 11 font; and (v) Arial or Franklin Gothic font style.
- b. Nominations must be submitted by electronic copy (email attachment), in PDF format.
- c. Each of the seven required sections of a nomination package (see 2. below) must not exceed its prescribed maximum page limit.
- d. Please note that the full nomination package for each of the 2017 recipients will be posted publicly on the SCHEV website. Please do not include personal information (including Social Security number, home address, or personal telephone numbers) on any page other than the Nomination Cover Sheet.

2. Contents of Nomination Package (19-page maximum)

- a. **Cover Sheet.** The informational Cover Sheet provided herein must be completed and submitted as the first page of the nomination package.

- b. **Excerpts from Mission Statement** (Half-page maximum). Excerpts from the official mission statement of the nominee's institution must appear as the second page of the nomination package. The five or six sentences of the institution's mission statement that most accurately (and succinctly) capture the institution's core mission should be included.
- c. **Summary of Accomplishments.** (Six-page maximum) The major highlights of the nominee's record of accomplishment must be identified and briefly described in a summary. This must directly address the nomination criteria (see page 3). The amount of space/attention given to each area of scholarship (teaching, discovery, knowledge integration, and service) should be reflective of his/her employment responsibilities and institution's mission/type. The Summary may be prepared using bulleted sections; complete sentences are not required. Third-person perspective is suggested.
- d. **Personal Statement** (Two-page maximum). The nominee must prepare a personal statement addressing: the distribution of his/her faculty responsibilities across Boyer's four areas of scholarship; his/her educational philosophy; and any other information deemed relevant by the nominee. Restating accomplishments discussed in the Summary section should be avoided as much as possible. It is suggested that the personal statement be presented as a first-person narrative in complete sentences.
- e. **Abbreviated Curriculum Vitae** (Two-page maximum). An abbreviated *vita* outlining the nominee's education, teaching experience, scholarly works and activities, public and academic service, awards, and other significant contributions must be included.
- f. **Letters of Support (Excerpted)** (Three-page maximum). Excerpts of support letters from supervisors (president, CAO, dean, dept. chair), colleagues (institutional and/or disciplinary), students (former and/or current), and/or community leaders/members must be included.
- g. **Additional Documentation.** (Four-page maximum). Additional relevant documentation and/or evaluation of the nominee's teaching (e.g., summaries of student and/or peer evaluations), scholarship, knowledge integration, and service should be submitted. Objective (quantitative) information, including reference to student evaluations, is encouraged. This section must be typewritten (no audio or video tapes, CD-ROMs, etc.).

C. Nomination Stipulations

1. Submissions will be rejected if they are: (a) incomplete; or (b) in violation of the format or content guidelines. However, such a submission may be corrected and

resubmitted by the nominating institution if it is possible to do so by the deadline.

2. Institutions must promptly communicate any post-nomination changes in a nominee’s employment status (e.g., promotion, retirement, resignation, suspension for acts of moral turpitude, or termination). Such status changes — or failure to report such—may, at the Final Review Panel’s discretion, disqualify a nominee.
3. Individuals selected as recipients of the 2017 awards will be asked to submit an electronic professional head shot to be used in the program for the awards ceremony. It is not necessary to include photographs as part of the nomination package.
4. All nomination materials become the property of the State Council of Higher Education for Virginia and will not be returned.

D. Institutional Allocations of Nominees

1. State-Supported Institutions

Institution	Maximum Number of (non-Rising Star) Nominees
Christopher Newport University	3
College of William & Mary	4
George Mason University	6
James Madison University	6
Longwood University	3
Norfolk State University	3
Old Dominion University	6
Radford University	4
University of Mary Washington	3
University of Virginia	6
University of Virginia’s College at Wise	2
Virginia Commonwealth University	6
Virginia Military Institute	2
Virginia State University	3
Virginia Tech	6
Richard Bland College	1
Virginia Community College System	30

2. Independent Institutions

Institution	Maximum Number of (non-Rising Star) Nominees
Advanced Technology Institute	1
Appalachian College of Pharmacy	1
Appalachian School of Law	1
Atlantic University	1
Averett University	2
Aviation Institute of Maintenance	1
Baptist Theological Seminary at Richmond	1
Bethel College	1
Bluefield College	1
Bridgewater College	2
Catholic Distance University	1
Central Baptist Theological Seminary	1
Centura College	1
Chester Career College	1
Christendom College	1
Columbia College	1
Eastern Mennonite University	1
Eastern Virginia Medical School	1
ECPI	1
Edward Via Virginia College of Osteopathic Medicine	1
Emory and Henry College	1
Ferrum College	1
Global Health College	1
Hampden-Sydney College	1
Hampton University	3
Hollins University	1
Institute of Psychological Sciences	1
Jefferson College of Health Sciences	1
John Leland Center for Theological Studies, The	1
Liberty University	6
Lynchburg College	2
Mary Baldwin College	2
Marymount University	3
Miller-Motte Technical College	1

National College of Business and Technology	1
Patrick Henry College	1
Randolph-Macon College	1
Randolph College	1
Regent University	3
Roanoke College	2
Shenandoah University	3
Southeast Culinary and Hospitality College	1
Southern Virginia University	1
Stratford University	1
Sweet Briar College	1
Union Presbyterian Seminary	1
University of Fairfax	1
University of Management and Technology	1
University of Richmond	3
Virginia Baptist College	1
Virginia International University	1
Virginia Tech Carilion School of Medicine	1
Virginia Theological Seminary	1
Virginia Union University	2
Virginia University of Lynchburg	1
Virginia Wesleyan College	1
Washington and Lee University	2
Washington Baptist University	1

NOMINATION COVER SHEET

2018 Virginia Outstanding Faculty Awards

1. NAME Full (Legal): _____ Preferred First Name: _____	
2. INSTITUTIONAL INFORMATION Institution: _____ Rank/Position Title: _____ Year Rank/Title Attained: _____ Years at Institution: _____ Campus Email Address: _____ Campus Phone: _____ Campus Mailing Address: _____ Campus Communications Contact: Name: _____ E-mail: _____	3. PROFESSIONAL INFORMATION Academic Discipline: _____ Specialization/Field: _____ Type of Terminal Degree: _____ Year Awarded: _____ Awarding Institution: _____
	4. PERSONAL INFORMATION Home Phone: _____ Cell Phone Number: _____ Home Mailing Address: _____

Please check only one box:

- RESEARCH/DOCTORAL INSTITUTION NOMINEE:
- MASTERS/COMPREHENSIVE INSTITUTION NOMINEE:
- BACCALAUREATE INSTITUTION NOMINEE:
- TWO-YEAR INSTITUTION NOMINEE:
- RISING STAR NOMINEE:

Table of Contents

Cover Sheet 1

Mission Statement 2

Summary of Accomplishments..... 3

Personal Statement 3

Abbreviated Curriculum Vitae 3

Letters of Support (Excerpted)..... 3

Additional Documentation 3

Signature (President or Chief Academic Officer)

Printed Name: _____

E-mail address: _____

Telephone: _____