



# Nomination Guidelines

for the 2014 Virginia Outstanding Faculty Awards

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**Full and Complete Nomination Submissions  
Must be received by  
the State Council of Higher Education for Virginia  
No later than 5:00 p.m., Tuesday, October 1, 2013.**

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

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State Council of Higher Education for Virginia  
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101 N. 14<sup>th</sup> St., Richmond, VA 23219

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*Sponsored by the State Council of Higher Education for Virginia and 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 (SCHEV) established the Outstanding Faculty Awards (OFA) program in 1986. A special committee of education, business, and civic leaders assists SCHEV in selecting the recipients of these annual awards based upon nominees' contributions to their students, academic disciplines, institutions, and communities.

### 2014 OVERVIEW

The 2014 Virginia Outstanding Faculty Awards are sponsored by the Dominion Foundation, the philanthropic arm of the Dominion corporation. 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 mid- or late December. **Deadline for submission is 5:00 PM, Tuesday, October 1, 2013.**

The 2014 OFA event is tentatively scheduled to be held in Richmond sometime in either February or March 2014. Further details about the ceremony will be forthcoming. At the 2014 OFA event, at least 12 awardees will be recognized. (Virginia statutes set no minimum or maximum number of annual awards; Dominion reserves the option to fund SCHEV to bestow more than 12 awards if the Selection Committee deems such worthy and appropriate.) Included in the awardees will be two recipients recognized as early-career 'Rising Stars' and one recognized for outstanding 'Teaching with Technology.' 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.

The Outstanding Faculty Awards program is intended to recognize faculty from all sectors of the Commonwealth's higher education system. For four-year institutions, Richard Bland College, and all private institutions, 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 generally on the size of its faculty. 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 2014 Virginia Outstanding Faculty Awards (including nomination packets from the 2013 recipients) are accessible through the State Council's website at <http://www.schev.edu/AdminFaculty/OFAprogramIndex.asp>.

## SUBMISSION OF NOMINATIONS

### A. Nomination Criteria

#### **A NOMINEE MUST POSSESS A RECORD OF SUPERIOR ACCOMPLISHMENT AS A FACULTY MEMBER IN VIRGINIA.**

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; the Selection Committee will endeavor to ensure that the distribution of awardees -- in terms of represented institutional missions -- is not out of proportion with the overall distribution of faculty across Virginia's institutional types/missions. To that end, at least one award shall go to nominees from each of the following four categories: research/doctoral institution, masters/comprehensive institution, baccalaureate institution, and two-year institution. Other categories of awards include Rising Star and Teaching with Technology.
  
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.
  - 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 in 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. The Rising Star category is intended to acknowledge faculty members showing extraordinary promise at the beginning of his or her academic career. A nominee in this category will be judged in each of the four aforementioned areas within the context of criterion #1.
5. A nominee in the **TEACHING WITH TECHNOLOGY** category must possess a record of superior accomplishment in the use of innovative educational/instructional technologies for instruction. The nominee must emphasize in the documentation examples of achievements in promoting and enhancing student learning via the integration and use of technology in his/her instructional activities.

## **B. Nomination Submissions**

### **1. Format**

- a. Nomination submissions must be prepared using: (i) **standard 8.5x11-in. page size**; (ii) **STANDARD 20 LB. STOCK PAPER**; (iii) **standard one-inch margins**; (iii) **at least single spacing**; (iv) **size 11 font**; and (v) **Arial font style**.
- b. Nominations must be submitted in two forms: (i) **hard copy (paper)**; and (ii) **electronic copy (e-mail attachment)**. Formatting must be consistent across forms.
- c. Hard-copy (paper) nomination submissions must be **double-sided**, and **stapled in the upper left corner**. Binders and/or folders are prohibited.
- d. To be considered full and complete, a submission must contain: (i) **31 Nomination Packages** (30 hard copies and one electronic copy submitted to [BeverlyCovington@schev.edu](mailto:BeverlyCovington@schev.edu)). Both the hard copy and the electronic copy must be received by the deadline.
- e. Each of the seven required sections of a Nomination Package (see 2.a. below) **must not exceed its prescribed maximum page limit**.
- f. Please note that the full Nomination Package of the 2014 recipients will be posted 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

### a. **Nomination Package (19-page maximum)**

(i) **Cover Sheet.** The informational Cover Sheet provided herein must be completed and submitted as the **first page** of the Nomination Package.

(ii) **Excerpts from Mission Statement.** 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. Excerpts should occupy no more than one-half of a single page.

(iii) **Summary of Accomplishments.** The major highlights of the nominee's record of superior accomplishments must be identified and briefly described in a summary. This document must directly address the nomination criteria (see page 3). The Summary **must not exceed six pages**, and 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.

(iv) **Personal Statement.** The nominee must prepare a (two-page maximum) 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 Statement be presented as a first-person narrative in complete sentences.

(v) **Abbreviated Curriculum Vitae.** An abbreviated (two-page maximum) *vitae* outlining the nominee's education, teaching experience, scholarly works and activities, public and academic service, awards, and other significant contributions must be included.

(vi) **Letters of Support (Excerpted).** 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. Regardless of the number of letters, the excerpts must not exceed **three pages**.

(vii) **Additional Documentation.** 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 is encouraged. This section must be typewritten (no audio or video tapes, CD-ROMs, etc.) and **must not exceed four pages.**

**C. Nomination Stipulations**

1. The Selection Committee **will not** review submissions containing Nomination Packages that are: (a) partial or incomplete; and/or (b) in violation of the format or content guidelines. A submission containing such a Nomination Package will be returned to the nominating institution for correction only if SCHEV staff deems that the package can be corrected, resubmitted, and received by the **October 1, 2013, deadline.**
2. Nominating institutions **must** promptly communicate post-nomination changes in nominees' employment status (e.g., promotions, retirements, resignations, or terminations). Retirement, resignation, or termination—or failure to report such—*may*, at the Selection Committee's discretion, disqualify a nominee.
3. Individuals selected as recipients of the 2014 awards will be asked to submit an electronic professional head shot color photograph to be used in the program for the awards ceremony. It is no longer 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**

<u>Institution</u>	<u>Maximum Number of (non-Rising Star) Nominees</u>
Christopher Newport University .....	3
College of William and Mary .....	8
George Mason University .....	10
James Madison University .....	8
Longwood University .....	3
University of Mary Washington .....	3
Norfolk State University .....	5
Old Dominion University .....	8
Radford University .....	5
University of Virginia .....	10
University of Virginia's College at Wise .....	2
Virginia Commonwealth University .....	10
Virginia Military Institute .....	2

Virginia State University .....	3
Virginia Tech .....	10
Richard Bland College .....	2
Virginia Community College System .....	30

## 2. Independent Institutions

<u>Institution</u>	<i>Maximum Number of (non-Rising Star) Nominees</i>
Advanced Technology Institute.....	1
Appalachian College of Pharmacy.....	1
Appalachian School of Law.....	2
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 .....	1
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 .....	2
Eastern Virginia Medical School.....	3
ECPI .....	1
Edward Via Virginia College of Osteopathic Medicine .....	1
Emory and Henry College .....	2
Ferrum College .....	2
Global Health College.....	1
Hampden-Sydney College .....	2
Hampton University .....	5
Hollins University.....	2
Institute of Psychological Sciences.....	1
Jefferson College of Health Sciences.....	1
John Leland Center for Theological Studies, The.....	1
Liberty University.....	3
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 .....	2
Randolph College .....	2
Regent University .....	2
Roanoke College.....	2
Saint Paul's College.....	2
Shenandoah University .....	2
Southeast Culinary and Hospitality College .....	1
Southern Virginia University .....	2
Stratford University.....	1
Sweet Briar College .....	2
Union Presbyterian Seminary .....	1
University of Fairfax .....	1
University of Management and Technology.....	1
University of Richmond.....	5
Virginia Baptist College .....	1
Virginia Intermont College .....	2
Virginia International University .....	1
Virginia Theological Seminary .....	1
Virginia Union University.....	1
Virginia University of Lynchburg .....	2
Virginia Wesleyan College .....	2
Washington and Lee University .....	3
Washington Baptist University .....	1

**NOMINATION COVER SHEET**  
**2014 Virginia Outstanding Faculty Awards**

<b>1. <u>NAME</u></b> Full (Legal): _____ Preferred First Name: _____	
<b>2. <u>INSTITUTIONAL INFORMATION</u></b>  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: _____	<b>3. <u>PROFESSIONAL INFORMATION</u></b>  Academic Discipline: _____  Specialization/Field: _____  Type of Terminal Degree: _____  Year Awarded: _____  Awarding Institution: _____
<b>4. <u>PERSONAL INFORMATION</u></b>  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:
- TEACHING WITH TECHNOLOGY NOMINEE:
- RISING STAR NOMINEE:

**Table of Contents**

Cover Sheet .....	1
Mission Statement .....	2
Summary of Accomplishments .....	3
Personal Statement .....	.....
Abbreviated Curriculum Vitae .....	.....
Letters of Support (Excerpted) .....	.....
Additional Documentation .....	.....

Signature (President or Chief Academic Officer) \_\_\_\_\_

Printed Name: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Telephone: \_\_\_\_\_