



V i r g i n i a C o m m o n w e a l t h U n i v e r s i t y

## Distinguished Faculty Awards Program

### Nomination form

Please complete the following data and return it with an up-to-date vitae and other supporting documentation of your nominee as described in the guidelines for the Distinguished Faculty Awards Program.

Name of nominee \_\_\_\_\_

College or school \_\_\_\_\_

Department \_\_\_\_\_

Rank \_\_\_\_\_

Number of years at VCU \_\_\_\_\_

Nominated for (Please check):

**Distinguished Teaching Award** ( )

**Distinguished Scholarship Award** ( )

**Distinguished Service Award** ( )

**University Award of Excellence** ( )

Please state why you think the nominee is outstanding in the category selected. Also, list the nominee's strengths in other categories, if applicable (use separate sheet(s) as necessary.)

**(Send all nominations to your department chair by March 28, 2008.)**

# Virginia Commonwealth University

## Distinguished Faculty Awards Program

### I. Background

The University Administration of Virginia Commonwealth University established the Distinguished Faculty Awards Program to recognize and honor faculty who have distinguished themselves in teaching, scholarship, service and overall excellence.

### II. Awards

#### A. Distinguished Teaching Award

1. One award of \$3,500 and a non-monetary gift.
2. A recipient of this award should be recognized as being an outstanding teacher. This may be evidenced by being an inspiration to students, by utilizing stimulating techniques, materials and methods designed to promote learning, by outstanding attention to the development of curriculum, learning materials and teaching strategies, by serving in a teaching capacity outside the classroom and University or by any combination of the above.

#### B. Distinguished Scholarship Award

1. One Award of \$3,500 and a non-monetary gift.
2. A recipient of this award should be recognized as an outstanding scholar, as scholarship is defined in his/her discipline. The individual should have demonstrated a pattern of productive scholarly activity which has been recognized nationally or internationally, as appropriate. Traditional research, creative endeavors and other scholarly activity are included in this category.

#### C. Distinguished Service Award

1. One award of \$3,500 and a non-monetary gift.
2. A recipient of this award should have performed superior service to the University, the profession and/or the wider community. This may be evidenced by activities which extend beyond normal expectations, unique contributions or long-standing leadership and impact on the University and beyond.

#### D. University Award of Excellence

1. One award of \$5,000 and a non-monetary gift.
2. A recipient of this award should have performed in a superior manner in teaching, scholarly activity and service as described above. This award is one of the highest honors the University can bestow on one of its faculty and is awarded only to an exceptional individual.

### **III. Selection Committee**

#### **A. Appointment**

The President shall appoint a selection committee, the membership of which will not be made public, and shall name the chairperson.

#### **B. Membership**

1. The selection committee will consist of faculty members chosen to fairly represent each campus.
2. No one with the title of Dean or Vice President is eligible to serve on the selection committee.

#### **C. Procedures**

1. All deliberations of the selection committee must be held in complete confidence.
2. Seven copies of each nomination will be received in the President's office by April 11, 2008, and the selection process will begin immediately thereafter.
3. Specific rules under which the selection committee will operate, including the requirements in items 1 and 2 above, will be developed by the committee and approved, if necessary, by the President.

### **IV. Nominations**

#### **A. Call for Nominations**

The President of the University will announce a call for nominations.

#### **B. Nomination Process**

Nominations of faculty may be made by anyone, and should be made directly to the chairperson of the faculty member's department. In addition, the chairperson of each department is urged to review all faculty in the department each year and make appropriate nominations. The chairperson will prepare a thoroughly documented recommendation and forward it to the school or college faculty committee. (In the case where the faculty member to be nominated is a department chair, the nomination should be made directly to the Dean, who will be responsible for preparing the documented recommendation and forwarding it to the school or college selection committee. This nominee should be considered by the committee in the same manner as nominees from chairs.) To assist those who prepare nomination packets, the President will keep successful nomination packets from previous years on file for review.

#### **C. Department Review Process**

The school or college faculty committee will review the nominations and send no more than one nomination per category to the Dean. For each nominee, the Dean will add a letter of endorsement summarizing the accomplishments of the

nominee, and will forward seven copies of the nomination package to the President's office no later than April 11, 2008. Nomination packages may be sent electronically to Kathy Honsharuk ([klhonsharuk@vcu.edu](mailto:klhonsharuk@vcu.edu)) or by hand delivery to 910 West Franklin Street. NOTE: if sent electronically, only one package/e-mail is necessary.

**D. Submission Requirements**

1. In order to ensure that faculty from all schools are considered for the awards, each school or college is expected to submit at least two nominations each year.
2. 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 font style. Formatting must be consistent across forms.
3. Hard-copy (paper) nomination submissions must be single-sided, and stapled in the upper left corner. Binders and/or folders are prohibited.
4. Each nomination package should be limited to not more than 20 pages, single-sided, including the cover sheet. Candidates should also submit a full curriculum vitae separate from and in addition to the 20-page limit on nomination materials (See "C" above).
5. Individuals whose duties are primarily administrative (e.g. Deans, Vice Presidents) are not eligible for nomination.
6. Nominees must have completed at least three years or be in their sixth semester at Virginia Commonwealth University when nominated.
7. Award recipients become eligible for nomination again after three years.

**V. Announcement of Awards**

**A. Announcement of Recipients**

The President will announce the recipients of the awards and notify the faculty of the Fall Convocation.

**B. Presentation of Awards**

The awards will be presented at the University Convocation held annually in the fall.