



Nomination Guidelines

for the 2024 Virginia Outstanding Faculty Awards

Full and complete nomination submissions must be received by the State Council of Higher Education for Virginia no later than 5:00 p.m. on Friday, September 29, 2023.

Please direct questions and comments to:

Ms. Emily Hils, Academic Programs & Services Specialist
State Council of Higher Education for Virginia
James Monroe Building, 10th floor
101 N. 14th St., Richmond, VA 23219
Email: EmilyHils@schev.edu

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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.

2024 OVERVIEW

The 2024 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 5:00 p.m. on Friday, September 29, 2023.**

The 2024 Outstanding Faculty Awards event is tentatively scheduled to be held in Richmond on March 5, 2024. Further details about the ceremony will be forthcoming. At the 2024 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 also will 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 to discuss the nominations and determine the Outstanding Faculty Award recipients.

Nominations must be submitted at the institutional level and signed by the institution's president or chief academic officer. 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 2024 Virginia Outstanding Faculty Awards can be found [online](https://www.schev.edu/institutions/outstanding-faculty-awards). (<https://www.schev.edu/institutions/outstanding-faculty-awards>)

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 (the promotion of success for students of all backgrounds).
 - 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 also must 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 font style.
- b. **Nominations must be submitted by electronic copy, in PDF format at the following link:** <https://www.surveymonkey.com/r/2024OFANominationCS>
- c. Each of the six required sections of a nomination package (see 2. below) must not exceed its prescribed maximum page limit and the PDF must be named using the following formula: LASTNAME_CATEGORY.PDF
- d. Please note that the full nomination package for each of the 2024 recipients may 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.

2. Contents of Nomination Package (11-page maximum)

- a. **Signature Sheet.** The signature page provided herein must be completed and submitted as the cover page of the nomination package. It is not included in the total number of pages. Do not alter the signature page by adding or removing any section(s).
- 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** (Four-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)** (Two-page maximum). 250-word (maximum for each) excerpts of support letters from supervisors (president, CAO, dean, dept. chair), colleagues (institutional and/or disciplinary), students (former and/or current), and community leaders or members must each be included.

C. Nomination Stipulations

1. Submissions will be rejected if they are: (a) incomplete; (b) in violation of the format or content guidelines; or (c) contain plagiarism of any kind. 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. 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
American National University	1
Appalachian College of Pharmacy	1
Appalachian School of Law	1
Ascent College	1
Atlantic University	1
Averett University	2
Aviation Institute of Maintenance	1
Bluefield University	1
Bridgewater College	2

Centura College	1
Chester Career College	1
Christendom College	1
Columbia College	1
Divine Mercy University	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
Fairfax University of America	1
Ferrum College	1
Global Health Institute	1
Hampden-Sydney College	1
Hampton University	3
Hollins University	1
Jefferson College of Health Sciences	1
John Leland Center for Theological Studies, The	1
Liberty University	6
Mary Baldwin University	2
Marymount University	3
Patrick Henry College	1
Randolph College	1
Randolph-Macon College	1
Regent University	3
Roanoke College	2
Shenandoah University	3
Southern Virginia University	1
Sweet Briar College	1
Union Presbyterian Seminary	1
University of Fairfax	1
University of Lynchburg	2
University of Management and Technology	1
University of Richmond	3
Virginia Baptist College	1
Virginia Theological Seminary	1
Virginia Union University	2
Virginia University of Lynchburg	1

Virginia Wesleyan University	1
Washington and Lee University	2
Washington University of Virginia	1

NOMINATION SIGNATURE PAGE

2024 Virginia Outstanding Faculty Awards

Nominations **must** include this as the cover page of the nomination package PDF submission

Name of Applicant:	
Institution:	
Category (choose only one): <ul style="list-style-type: none">• Baccalaureate Institution• Masters/Comprehensive Institution• Research/Doctoral Institution• Two-Year Institution• Rising Star	
Signature of President or Chief Academic Officer:	
Printed Name of President or Chief Academic Officer:	
E-mail address of President or Chief Academic Officer:	
Telephone number of President or Chief Academic Officer:	