



## ***DISTINGUISHED FACULTY AWARDS PROGRAM 2023*** OVERVIEW AND INSTRUCTIONS FOR SUBMISSIONS

### **Background**

The Virginia Commonwealth University (VCU) Administration established the Distinguished Faculty Awards Program to recognize and honor faculty who have distinguished themselves in teaching, scholarship, service and overall excellence. In an effort to promote greater inclusivity and equity, the faculty awards process has been revised. Revisions have been made to (1) call for nominations, (2) nomination criteria and requirements, and (3) evaluation of nomination packets. Please be aware of these changes as you compile your nomination packets.

### **Awards**

There are seven (7) different award categories: Distinguished Teaching Award, Distinguished Scholarship Award, Distinguished Service Award, Outstanding Early Career Faculty Award, Outstanding Term Faculty Award, Outstanding Adjunct Faculty Award, and the University Award of Excellence. The eligibility criteria are provided below for each award.

#### ***Distinguished Teaching Award***

One award of \$3,500 and a non-monetary gift. Open to all current full-time faculty members with at least five years of full-time employment at VCU. 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. Nomination packages should include: a statement regarding the recipient's teaching philosophy; a list of and description of recent (at least within five years) courses taught; a summary of course evaluations; excerpts from course evaluation student comments.

#### ***Distinguished Scholarship Award***

One award of \$3,500 and a non-monetary gift. Open to all current full-time faculty members with at least five years of full-time employment at VCU. A recipient of this award should be recognized as an outstanding scholar as 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. Nomination packages should include: a statement regarding the recipient's research and scholarly philosophy and trajectory as well as impact.

#### ***Distinguished Service Award***

One award of \$3,500 and a non-monetary gift. Open to all current full-time faculty members who have minimally five years of consecutive full-time employment at VCU. 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. Nomination packages should include: a statement regarding the recipient's service philosophy and impact of service activities.



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### ***Outstanding Early Career Faculty Award***

One award of \$3,500 and a non-monetary gift. Open to all current full-time tenured and tenure-track faculty at the rank of Associate Professor, **and below**. A recipient of this award should have been in any succession or combination of ranked positions (e.g., instructor, assistant professor, associate professor) at VCU, or at another institution, for a total of five years **or less** at the time of submission. A recipient of this award should have achieved superior accomplishment consistent with the Quest 2028 and in the areas of teaching, research and scholarship, and service. Nomination packages should include: a statement regarding the recipient's achievements and progress in the areas of teaching, research and scholarship, and service within his or her first five years in the professorate. For faculty nominees in a predominately teaching role, nomination packages should include: a statement regarding the recipient's teaching philosophy, a list of and description of recent (at least within five years) courses taught; a summary of course evaluations; excerpts from course evaluation student comments; a statement regarding the recipient's service philosophy and impact of service activities. For faculty members in a predominately research/creative works role, nomination packets should include a statement of the faculty members' research and scholarly philosophy and trajectory, as well as impact; up to five samples of scholarly work, and a current curriculum vita summarizing scholarship productivity.

### ***Outstanding Term Faculty Award***

One award of \$3,500 and a non-monetary gift. Open to all current full-time term faculty at the rank of Instructor and higher who have at least three consecutive years of employment at VCU. A recipient of this award should have achieved superior accomplishment consistent with the Quest 2028, and in the areas of teaching, research and scholarship, and service. For faculty nominees in a predominately teaching role, nomination packages should include: a statement regarding the recipient's teaching philosophy a list of and description of recent (at least within five years) courses taught; a summary of course evaluations; excerpts from course evaluation student comments; a statement regarding the recipient's service philosophy and impact of service activities. For faculty members in a predominately research/creative works role, nomination packets should include a statement of the faculty members' research and scholarly philosophy and trajectory, as well as impact; up to five samples of scholarly work, and a current curriculum vita summarizing scholarship productivity.

### *Outstanding Adjunct Faculty Award*

One award of \$3,500 and a non-monetary gift. Open to all adjunct faculty who have been employed by VCU for a minimum of three years and have taught a minimum of five courses in total at VCU. A recipient of this award should have a record of accomplishment in teaching and pedagogical practices, and evidence of outstanding student learning outcomes in courses taught. They will have exhibited excellence in leadership, teaching, and dedication to student success. The nomination packet must include the following: a nomination letter spotlighting the nominee's contribution to their students and the effect of this work; a personal teaching statement describing their unique teaching philosophy and background; three to five course evaluations from previous/eligible semesters in courses taught at VCU; three to five course materials; current curriculum vitae; and an optional submission of professional development related to teaching practices. Note: Nominations may not be made by students.

### *University Award of Excellence*

One award of \$5,000 and a non-monetary gift. Open to all current full-time tenured, tenure-track, and term faculty who have at least seven years of consecutive employment at VCU. 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. Nomination packages should include: a statement regarding the recipient's teaching philosophy; a list of and description of recent (at least within five years) courses taught; a summary of course evaluations; excerpts from course evaluation student comments; research and scholarly philosophy and trajectory as well as impact; and service philosophy and impact of service activities.

### **Selection Committee**

The President shall appoint a selection committee, the membership of which will not be made public, and shall name the chairperson. The selection committee will consist of faculty members chosen to fairly represent each campus. To promote a more inclusive approach in evaluation of nominations, the selection committee will include three past awardees and four additional faculty members from Colleges/Schools not represented by the three past awardees. For 2023, the two vacant spots will be filled by faculty members from Colleges/Schools not represented in the committee. No one with the title of Dean or Vice President is eligible to serve on the selection committee.

### **Procedure**

All deliberations of the selection committee must be held in complete confidence. An electronic version of each nomination will be received in the Office of the Provost by the designated timeframe and the selection process will begin immediately thereafter.

### **Nominations**

The President of the University will announce a call for nominations. Nominations of faculty may be made by anyone, and should be made directly to the chairperson/immediate supervisor of the faculty member's department. Self nominations are accepted at the department level and university level. Additionally, nominations can be made by alumni. In addition, the chairperson/immediate supervisor of each department is urged to review all faculty members in the department each year and make appropriate nominations. The chairperson/supervisor will prepare a thoroughly documented recommendation and forward it to the school or college faculty award committee (if applicable). Note: 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 faculty award committee. This nominee should be considered by the committee in the same manner as nominees from chairs. Individuals whose duties are primarily administrative (e.g., Deans, Vice Presidents) are not eligible for these awards. Retired or emeriti faculty are also ineligible.

To assist those who prepare nomination packets, the Office of the Provost will keep nomination packets of award recipients from prior years on file for review.

### **Department Review Process**

The department chair/immediate supervisor or faculty award committee will review the nominations and send nominations per category to the Dean. For each nominee, the Dean will prepare and submit a letter of endorsement summarizing the accomplishments of the nominee, and forward an electronic copy of the nomination package to the Office of the Provost, attention: Office of the Provost, [vpfacaffrs@vcu.edu](mailto:vpfacaffrs@vcu.edu). Self-nominees may submit packages either through the department and school/college or directly to the Office of the Provost ([vpfacaffrs@vcu.edu](mailto:vpfacaffrs@vcu.edu)).

### **Submission Requirements**

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 (2) nominations each year. Self-nominations may be additional submissions. Nomination submissions must be prepared using: (i) standard 8.5 x 11 page size; (ii) standard one-inch margins; (iii) single-spaced; (iv) at least size 11 font; (v) Arial font style, and (vi) formatting must be consistent across forms.

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. The vitae may follow a prescribed VCU format. Nomination packets must contain two recommendations or testimonials including but not limited to: a letter of support, a short video (less than 5 minutes), an email, or completion of the optional generic testimonial form included in the Overview and Instructions for Submissions. Each letter (letter of support, email, or testimonial form) shall not exceed 3 pages. Nominees must have completed at least three years or be in their sixth semester at Virginia Commonwealth University when nominated. Award recipients become eligible for nomination again after three (3) years.

**Announcement of Award Recipients**

The President will publicly announce the award recipients at the University Convocation held annually in the fall and will present the awards.

**2023 Timeline**

| <b>Action</b>  | <b>2023 Dates</b> |
|--|-------------------|
| <b>Nominations due to the Department Chair and/or Department Faculty Committee (if applicable)</b> | April 3           |
| <b>Nominations due from the Department Chair to the Dean (if applicable)</b>                       | April 10          |
| <b>Nominations due from the Dean’s Office to the Office of the Provost</b>                         | April 17          |
| <b>Notice to Award Recipients</b>  | June 15           |

To ensure that members of all faculty are considered for these prestigious awards, each school or college is asked to submit at least two (2) nominations per year. Self-nominations may be additional submissions. Nominations should be sent to the faculty member's department chair no later than Monday, April 3, 2023. If applicable, the department chair should forward the approved nominations to the departmental award committee within this timeframe. The departmental nominations should be submitted to the respective dean no later than Monday, April 10, 2023. Deans are asked to forward an electronic copy of each nomination packet to the Office of the Provost, Attention: Office of the Provost, [vpfacaffrs@vcu.edu](mailto:vpfacaffrs@vcu.edu) no later than Monday April 17, 2023. Award recipients will be notified by the middle of June.



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## Check Sheet for VCU Distinguished Faculty Awards

*Disclaimer: Use of this check sheet is optional. Every category listed herein may not apply to all school or college nominees. Adherence to the check sheet does not affect chances of selection of an award.*

### **Excellence Award**

Philosophy of scholarship, teaching, service and impact of all three

Major scholarly contribution(s) – national, international

Publications – first author, others

Presentations – invited – national, international

Patents

Other “products” – films, paintings, sculpture, whatever is relevant to the field of study

Grants awarded – type (e.g. RO-1), dollar amount

Courses taught – level –undergrad, grad, students reached

Course evaluations, student comments, and grade distribution

Mentorship – advisees, fellows, post-docs supervised

Innovations in curriculum, teaching methods, etc.

Presentations on teaching – invited

Major service contributions – local, state, national, international

Committees – school, university, professional organizations

Offices held – school, university, professional organizations

Community involvement and impact

Publications, presentations, products related to service

Grants/other funding for service activities

### **Scholarship Award**

Philosophy of scholarship and impact

Major scholarly contribution(s) – national, international

Publications – first author, others

Presentations – invited – national, international

Patents

Other “products” – films, paintings, sculpture, whatever is relevant to the field of study

Grants awarded – type (e.g. RO-1), dollar amount

Mentorship – fellows, post-docs supervised



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## **Teaching Award**

Philosophy of teaching and impact

Major teaching contributions – national, international

Courses taught – level – undergrad, grad – students reached

Course evaluations, student comments, and grade distribution

Mentorship – advisees

Innovations in curriculum, teaching methods, etc.

Publications – first author, others

Presentations on teaching – invited

Workshops on teaching - invited

Products – media, print

Grants awarded – could be training grants

## **Service Award**

Philosophy of service and impact

Major service contributions – local, state, national, international

Committees – school, university, professional organizations

Offices held – school, university, professional organizations

Community involvement and impact

Publications, presentations, products related to service

Grants/other funding for service activities

## **Term Faculty Award**

Philosophy of service and impact

List of and description of recent (at least within five years) courses taught including summary of course evaluations; excerpts from course evaluation student comments. For faculty nominees in a predominately teaching role, nomination packages should include: a statement regarding the recipient's teaching philosophy a list of and description of recent (at least within five years) courses taught; a summary of course evaluations; excerpts from course evaluation student comments; a statement regarding the recipient's service philosophy and impact of service activities. For faculty members in a predominately research/creative works role, nomination packets should include a statement of the faculty members' research and scholarly philosophy and trajectory, as well as impact; up to five samples of scholarly work, and a current curriculum vita summarizing scholarship productivity.



## **Early Career Award**

Achievements and progress in teaching, research and scholarship, and service within his or her first five years in the professorate. For faculty nominees in a predominately teaching role, nomination packages should include: a statement regarding the recipient's teaching philosophy, a list of and description of recent (at least within five years) courses taught; a summary of course evaluations; excerpts from course evaluation student comments; a statement regarding the recipient's service philosophy and impact of service activities. For faculty members in a predominately research/creative works role, nomination packets should include a statement of the faculty members' research and scholarly philosophy and trajectory, as well as impact; up to five samples of scholarly work, and a current curriculum vita summarizing scholarship productivity.

## **Adjunct Award**

The nomination packet must include the following: a nomination letter spotlighting the nominee's contribution to their students and the effect of this work; a personal teaching statement describing their unique teaching philosophy and background; three to five course evaluations from previous/eligible semesters in courses taught at VCU; three to five course materials which may include relevant course syllabi, significant outlines, handouts, links to video, multimedia, or any significant artifacts that provide evidence of qualifying work that shows exceptional dedication to teaching; current curriculum vitae; and an optional submission of professional development including but not exclusive to trainings, workshops, conferences, etc., related to teaching practices.