



DISTINGUISHED FACULTY AWARDS PROGRAM 2017
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.

Awards

There are six (6) different award categories: Distinguished Teaching Award; Distinguished Scholarship Award, Distinguished Service Award, Outstanding Early Career Faculty Award, Outstanding Term 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. 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.

Distinguished Scholarship Award

One award of \$3,500 and a non-monetary gift. 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.

Distinguished Service Award

One award of \$3,500 and a non-monetary gift. 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.

Outstanding Early Career Faculty Award

One award of \$3,500 and a non-monetary gift. Open to all full-time tenured and tenure-track faculty at the rank of Associate Professor, and below. A recipient of this award should have been in rank at VCU, or at another institution, for a total of five years or less. A recipient of this award should have achieved superior accomplishment consistent with the Quest for Distinction, and in the areas of teaching, research and scholarship, and service.



VCU Office of the President

Outstanding Term Faculty Award

One award of \$3,500 and a non-monetary gift. Open to all part-time or full-time (or collateral or adjunct) 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 for Distinction, and in the areas of teaching and service.

University Award of Excellence

One award of \$5,000 and a non-monetary gift. 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.

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. 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 President 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 of the faculty member's department. In addition, the chairperson of each department is urged to review all faculty members 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 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 President will keep nomination packets of award recipients from prior years on file for review.

Department Review Process

The department chair or faculty award committee will review the nominations and send no more than one nomination 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 President, attention: Marella Briggs at mbriggs@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. 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. Nominees must have completed at least three years (3) 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 announce the recipients of the awards and notify the faculty at the fall Convocation. The awards will be presented at the University Convocation held annually in the fall.

2017 Timeline

Action	2017 Dates
Nominations due to Department Chair and/or Department Faculty Committee (if applicable)	March 17
Nominations due from Department Chair to Deans	March 31
Nominations due from Deans to Office of the President	April 14
Notice to Award Recipients	May 19

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. Nominations should be sent to the faculty member's department chair no later than Friday, March 17, 2017. 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 Friday, March 31, 2017. Deans are asked to forward an electronic copy of each nomination packet to the Office of the President, Attention: Marella Briggs at mbriggs@vcu.edu no later than Friday, April 14, 2017. Award recipients will be notified by May 19, 2017.