



DISTINGUISHED FACULTY AWARDS PROGRAM NOMINATION FORM AND GUIDELINES

Selection Committees for Distinguished Faculty Awards

1. The Distinguished Faculty Awards Program is managed by the Office of the President.
2. The Committees are secret and are mainly comprised of tenured teaching faculty from an array of disciplines and, in upcoming years, from the pool of prior award recipients. Both members and Committee Chairs are appointed by the President.
3. Committee members serve for two-year terms. They may be renewed. Members may not serve more than three consecutive two-year terms.

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

NAME OF NOMINEE

SCHOOL

DEPARTMENT

RANK

NUMBER OF YEARS AT NSU

NOMINATED FOR (Please check):

Distinguished Teaching Award ()

Distinguished Scholarship Award ()

Distinguished Service Award ()

University Professor Award ()

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 _____)

I. Background

The administration of Norfolk State University established the Distinguished Faculty Awards Program to recognize and honor faculty who have distinguished themselves in teaching, scholarship, service, and overall excellence (university professor).

II. Awards

A. Distinguished Teaching Award

1. One Award of \$2,500 and a non-monetary gift.
2. The recipient of this award is recognized as 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 \$2,500 and a non-monetary gift.
2. The recipient of this award is 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 \$2,500 and a non-monetary gift.
2. The recipient of this award has performed superior service to the University, the profession and /or the wider community. The emphasis of this Award shall rotate each year in the following order: (1) Professional Service, (2) University Service, (3) Public Service, (4) Professional Service, (5) University Service, (6) Public Service, and so on. 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 Professor Award

1. One award of \$5,000 and a non-monetary gift.
2. The recipient of this award has 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.
3. This award is for extraordinary achievement and will not be awarded every year.

III. Selection Committees

A. Appointment

The President shall appoint selection committees for each award, the membership of which will not be made public, and shall name the chairpersons in secret.

B. Membership

1. The selection committees will consist of tenured teaching faculty members, one from each academic college/school chosen to fairly represent each discipline.
2. No one with the title of Assistant Dean, Associate Dean, Dean, or Vice President is eligible to serve on the selection committee. Teaching faculty members should comprise the majority of committee members with just one representative from appropriate support staff. For example, a member of the Research and Technology staff may serve on the selection committee for the Research Award.

C. Procedures

1. All deliberations of the selection committees must be held in complete confidence.
2. Eight (8) copies of each nomination will be received in the President's office by April 18 and the selection process will begin immediately thereafter.
3. Specific rules under which the selection committees will operate, including the requirements in items 1 and 2 above, will be developed by the committees and approved, if necessary, by the Executive Cabinet.

IV. Nominations

A. Call for Nominations

The President of the University will announce a call for nominations by December 1.

B. Nomination Process

Nomination of faculty may be made by anyone except one's self, 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 faculty awards 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 faculty awards committee. This nominee should be considered by the committee in the same manner as nominees from chairs.) To assist those preparing materials, nomination packages from previous years will be kept on file in Office of Academic Affairs for review by interested persons.

C. Department Review Process

The college/school faculty committee will review the nominations and send no more than one (1) 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 eight (8) copies of the nomination package directly to the President no later than February 1. The President would then forward the packages to the appropriate university-wide selection committee. They would then meet in secret to evaluate the documentation and go on to report the winners in each category by February 15 to the President, who will eventually announce the winners publicly at the Spring Faculty Convocation.

D. Submission Requirements

1. In order to ensure that faculty from all colleges/schools are considered for the awards, each college/school is expected to submit at least (2) nominations each year.
2. Each nomination package should be limited to not more than 20 pages, single-sided, including the cover form. Each candidate should also submit a full curriculum vita separate from and in addition to the 20-page limit on nomination materials.

E. Restrictions

1. Individuals whose duties are primarily administrative (e.g. Assistant/ Associate Deans, Vice Presidents) are not eligible for nomination.
2. Nominees must have completed at least three (3) years or be in their sixth semester, at Norfolk State University, when nominated.
3. Award recipients become eligible for nomination again after five years.

V. Announcement of Awards

A. Announcement of Recipients

The President will announce the recipients of the awards and notify the faculty of the winners at the Spring Convocation.

B. Presentation of Awards

The awards will be presented at the Spring Faculty Convocation.