September 15, 2015

MEMORANDUM

TO: Deans, Directors, and Chairpersons

FR: C. B. Wilson
   Associate Provost for Academic Personnel

RE: 2015 FACULTY MERIT FOUNDATION OF WEST VIRGINIA'S PROFESSOR OF THE YEAR AWARD

Please find attached information regarding the Faculty Merit Foundation of West Virginia’s 2015 Professor of the Year Award along with a copy of the 2015 nomination form. The nomination form may also be accessed at http://www.wvufaculty.wvu.edu/opportunities or at the West Virginia Humanities Council website at http://wwhumanities.org/faculty-merit-foundation/. This is an excellent way to recognize our outstanding teachers, of which there are many, and I encourage you to take full advantage of this opportunity.

To be eligible for consideration, the nominee must be:

- associated with one of the public or nonprofit degree-granting colleges or universities in West Virginia;
- a full-time employee of the nominating institution for a minimum of five consecutive years;
- holding academic rank of assistant professor or higher, preferably earning a terminal degree;
- devoting a majority of his/her work time to teaching students.

There are no limitations as to the number of persons who may be nominated. Also, as set forth in the guidelines on Page 10, Section V, the candidate must prepare a signed statement of not more than 1,000 words (double-spaced) in response to the question provided therein.

Please note the following instructions for submission of nominations:

1. Nomination packets from WVU’s Morgantown Campus, including Health Sciences, must arrive at the Provost’s Office for signature approval by no later than October 21, 2015. Packet should be mailed or hand-carried to:
   
   Dr. C. B. Wilson
   c/o Donna M. Pancoast
   210 Stewart Hall
   PO Box 6203
   Morgantown, WV  26506-6203
2. Nomination packets from WVU’s Regional Campuses (WVUTech, WVU Potomac State) may be approved/signed by the campus president and mailed directly to the Faculty Merit Foundation. **Nominations are due to the Faculty Merit Foundation at the following address by no later than Friday, October 30, 2015.**

   Faculty Merit Foundation of West Virginia, Inc.
   c/o West Virginia Humanities Council
   1310 Kanawha Boulevard East
   Charleston, WV 25301

   **Please Note:** A copy of all nominations from the regional campuses must also be forwarded to Dr. C. B. Wilson, Associate Provost for Academic Personnel, West Virginia University, 210 Stewart Hall, PO Box 6203, Morgantown, WV 26506-6203.


Please feel free to contact me cbwilson@mail.wvu.edu or my assistant dmpancoast@mail.wvu.edu if you require further information or assistance regarding this process.

CBW/dmp

attachment

c:  E. Gordon Gee, President
    Joyce McConnell, Provost
    Academic Affairs Administrative Staff
    Campus Provosts
    WVU Senate Executive Committee
August 18, 2015

Dr. Cecil B. Wilson  
Associate Provost, Academic Affairs  
West Virginia University  
P.O. Box 6203  
Morgantown, WV 26506

Dear Dr. Wilson:

I am pleased to remind you that it is time once again to nominate someone from your outstanding faculty for recognition as West Virginia's Professor of the Year. I enclose nomination materials for this distinguished award recognizing our state's best university and college teachers.

In addition to statewide recognition, the Professor of the Year receives a cash award of $10,000 and a handsome trophy, with $2,500 to the runner-up and $1,000 each to the next three finalists. The awards will be presented at a banquet to be held in Charleston early in 2016.

Excellent teaching is the primary consideration. As indicated in the nomination instructions, student counseling, leadership, innovation, and other matters are also taken into account. Our goal is to identify West Virginia's finest college professors, and we hope you will assist us by nominating your institution's very best.

Please share this information with your associates by circulating the nomination form and encouraging nominations. We are providing this material to presidents, academic deans, student government presidents, and student newspaper editors of every college and university in West Virginia.

We appreciate your support in this important effort to recognize outstanding teaching. If you have questions, please don't hesitate to call me at (304)346-8500.

Sincerely,

Ken Sullivan, Secretary  
Faculty Merit Foundation of West Virginia

Enclosures
2015 West Virginia Professor of the Year

Faculty Merit Foundation, Inc.

Nomination Form

Faculty Merit Foundation of WV, Inc.
c/o West Virginia Humanities Council, Inc.
1310 Kanawha Blvd. E.
Charleston, WV 25301
304.346.8500
General Instructions for Completing the Professor of the Year Nomination Form

1. The completed Nomination Form, together with signed Statements of Recommendation and the signed Nominee’s Statement, must be submitted (or postmarked) no later than October 30, 2015. Emails will not be accepted. DO NOT staple or bind the application or supporting documents. Use paper clips as needed.

2. To be eligible for consideration the nominee must be associated with one of the public or private nonprofit degree-granting colleges or universities in West Virginia, be a full-time employee of the nominating institution for a minimum of five consecutive years, hold academic rank of assistant professor or higher, preferably earning a terminal degree, and devote a majority of work time in teaching students.

3. All nominations must be approved and signed by the president of the college or university, or the chief academic officer. Accurate and complete submission of this form is the responsibility of the individual making the nomination.

4. Carefully follow the instructions given in the various sections of the Nomination Form. Note especially any limitations, such as the maximum number and length of the Statements of Recommendation and the word limit for the Nominee’s Statement. Failure to follow the instructions creates an unfavorable impression on those members of the board who evaluate the Form and attachments.

5. Do not include with the Nomination Form copies of tabulated results of any course/teacher evaluations by students that have been submitted to the administration. Rather, if such information is considered significant, it should be included in summary fashion in one or more of the Statements of Recommendation.

6. Based on the Nomination Forms received by the deadline, the Foundation board will select up to five finalists to meet with the board for personal interviews. Each finalist will be reimbursed for mileage to travel to the interview site.

7. In completing the Nomination Form and in writing the Statements of Recommendation and the Nominee’s Statement, keep in mind that the Foundation board will use the following point system in judging those persons nominated:

<table>
<thead>
<tr>
<th>Category</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching</td>
<td>20</td>
</tr>
<tr>
<td>Student Counseling</td>
<td>15</td>
</tr>
<tr>
<td>Teaching at Current Institution (1 point for each 5 years)</td>
<td>05</td>
</tr>
<tr>
<td>Institution &amp; Community Volunteer Activities</td>
<td>05</td>
</tr>
<tr>
<td>Research and Publications</td>
<td>05</td>
</tr>
<tr>
<td>Leadership</td>
<td>10</td>
</tr>
<tr>
<td>Innovation / Creativity</td>
<td>10</td>
</tr>
<tr>
<td>Nominee’s Statement</td>
<td>15</td>
</tr>
<tr>
<td>General Overall Impression</td>
<td>*15</td>
</tr>
<tr>
<td>TOTAL MAXIMUM POINTS</td>
<td>100</td>
</tr>
</tbody>
</table>

*This category takes into consideration the impression created by the completed Nomination Form and Statements.

8. Nominees will be notified of the board’s findings in late December with board interviews with the finalists taking place in mid-January. The awards reception and banquet will be held in Charleston early in 2016.

*(If you would like the form sent to you in Microsoft Word or Word Perfect, you may email marsh@wvhumanities.org, or call Cheryl Marsh at 304.346.8500.*)
FACULTY MERIT FOUNDATION OF WEST VIRGINIA, INC.

PROFESSOR OF THE YEAR NOMINATION FORM

Section I

- To be eligible for consideration the nominee must be associated with one of the public or private nonprofit degree-granting colleges or universities in West Virginia, be a full-time employee of the nominating institution for a minimum of five consecutive years, hold academic rank of assistant professor or higher, preferably earning a terminal degree, and devote a majority of work time in teaching students.
- All nominations must be approved and signed by the president of the college or university, or the chief academic officer.
- Accurate and complete submission of this form is the responsibility of the individual making the nomination. Where additional space is needed, please attach another sheet.

The completed form must be submitted (or postmarked) no later than Friday, October 30, 2015, to:
Faculty Merit Foundation of West Virginia, Inc.
c/o West Virginia Humanities Council
1310 Kanawha Boulevard East
Charleston, WV 25301

Please do not staple or bind the forms or supporting documents.

This nomination is for the following faculty member:

Name: __________________________________________

Institution: _______________________________________

Department: ______________________________________

Rank: ____________________________________________

Home Address: __________________________________

Work Telephone: ___________________ Home Telephone: ___________________

Email Address: ________________________________

Name & Title of Nominator: _______________________

Mailing Address: __________________________________

Daytime Telephone: ___________________ Email: _____________________

University/College President’s Name: _______________________________________

(Or the appropriate academic officer)

President’s Mailing Address: ______________________________________________

University/College President’s Signature: ___________________________________

(Or the appropriate academic officer)
Section II

FACULTY MERIT FOUNDATION OF WEST VIRGINIA
Professor of the Year Nomination Form

Nominee Resume Information

Part A -- Personal Information -- (Optional)

1. Place of Birth: ________________________________

2. Name of Spouse (if any): ________________________________

3. Names & Ages of Children (if any): ________________________________

4. Hobbies & Special Interests: ________________________________

Part B -- Professional Experience

<table>
<thead>
<tr>
<th>Employer Name</th>
<th>Position Title</th>
<th>Years in Position</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>
**Section II (continued)**

**FACULTY MERIT FOUNDATION OF WEST VIRGINIA**  
Professor of the Year Nomination Form

**Part C -- Post Secondary Education**

<table>
<thead>
<tr>
<th>Degree or Other Award</th>
<th>Year Received</th>
<th>Major or Area(s) of Study</th>
<th>Name of Educational Institution</th>
</tr>
</thead>
</table>

**Part D -- Awards and Recognitions**

<table>
<thead>
<tr>
<th>Name &amp; Nature of Award or Recognition</th>
<th>Year Received</th>
<th>Organization Making the Award</th>
</tr>
</thead>
</table>

**Part E -- Organization Memberships**

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Years of Membership</th>
<th>Offices Held</th>
</tr>
</thead>
</table>
Section III

FACULTY MERIT FOUNDATION OF WEST VIRGINIA
Professor of the Year Nomination Form

Part A — Classroom Teaching

(1) Current Semester

<table>
<thead>
<tr>
<th>Name of Course</th>
<th>No. Students</th>
<th>Course Level</th>
<th>No. Credit Hours</th>
</tr>
</thead>
</table>

(2) Most Recent Previous Semester

<table>
<thead>
<tr>
<th>Name of Course</th>
<th>No. Students</th>
<th>Course Level</th>
<th>No. Credit Hours</th>
</tr>
</thead>
</table>
Part B — Student Counseling

Indicate such information as number of students assigned for academic counseling, student office hours kept, student organization sponsorship work, and any other information relative to direct involvement with students outside the classroom.

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

Part C — Teaching at Current Institution

One point for each five years of teaching at the current institution, maximum of 5 points.
*minimum of five consecutive years teaching at current institution*

______________________________________________________________________________________________
### Part D – Institution & Community Volunteer Activities

<table>
<thead>
<tr>
<th>Name of Committee, Task Force, etc.</th>
<th>Years of Active Involvement</th>
<th>Specific Responsibilities</th>
</tr>
</thead>
</table>

Section III (continued)

FACULTY MERIT FOUNDATION OF WEST VIRGINIA
Section III (continued)

Faculty Merit Foundation of West Virginia
Professor of the Year Nomination Form

Part E -- Organized Research and Publications

Include only projects that were specifically funded and approved by the college or university and/or resulted in a significant publication. Be selective. Describe very briefly the nature of the research, the specific results and the larger contribution of the project to the particular field of knowledge.

____________________________________________________________________

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Section IV

Statements of Recommendation

At least three and no more than five, signed statements of recommendation are to be submitted with each nomination. One recommendation must be from the individual making the nomination and one must be from a former student (preferably, one who has graduated). Each statement should be no longer than a single-spaced page and should be as specific as possible concerning how the nominee has excelled in "...outstanding innovation, creativity in teaching and professional leadership." Include the statements of recommendation with this completed form.
Section V

FACULTY MERIT FOUNDATION OF WEST VIRGINIA
Professor of the Year Nomination Form

Nominee Statement

Secure from the nominee, and include with this completed Nomination Form, a typed, signed statement of not more than 1,000 words double-spaced, in response to the following question:

Describe the successful college student. What qualities and characteristics should he or she bring from high school?