

September 12, 2017

MEMORANDUM

TO: Deans, Directors, and Chairpersons

FR: C. B. Wilson 
Associate Provost for Academic PersonnelRE: 2017 FACULTY MERIT FOUNDATION PROFESSOR OF THE YEAR AWARD

Please find attached information regarding the Faculty Merit Foundation of West Virginia's 2017 Professor of the Year Award along with a copy of the 2017 nomination form. The nomination form may also be accessed at <http://faculty.wvu.edu/files/d/23aa2e7f-326b-40e2-9433-3562f3b4b6a7/2017-wv-professor-of-the-year-award.pdf>. 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:

- I. Nomination packets from WVU's Morgantown Campus, including Health Sciences, **must arrive at the Provost's Office for signature approval by no later than Monday, October 23, 2017.** Packet should be mailed or hand-carried to:

Donna M. Pancoast
Assistant to the Associate Provost
For Academic Personnel
210 Stewart Hall - PO Box 6203
Morgantown, WV 26506-6203

2. Nomination packets from WVU's Regional Campuses (WVU Tech, 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 Wednesday, November 1, 2017.**

Faculty Merit Foundation of West Virginia, Inc.
c/o Bowles Rice LLP
600 Quarrier Street
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.

The most recent WVU recipient for the \$10,000 award was Marcello Napolitano (2011). Other WVU recipients were Ruth Kershner (2008), Julio Davalos (1998), Robert DiClerico (1994), Philip Comer (1991), Forest "Jack" Bowman (1988), Emory Kemp (1987) and Jack Byrd (1985).

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

2017 West Virginia Professor of the Year

Faculty Merit Foundation, Inc.

Nomination Form

Faculty Merit Foundation of WV, Inc.
c/o Bowles Rice LLP
600 Quarrier Street
Charleston, WV 25301
304.347.2131

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 **Wednesday, November 1, 2017**. 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. Multiple nominations from the same institution are acceptable.
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:

Category	Maximum Points
Teaching	20
Student Counseling/Advising	15
Teaching at Current Institution (1 point for each 5 years)	05
Institution & Community Service Activities	05
Research and Publications	05
Leadership Experience	10
Innovation / Creativity	10
Nominee's Statement	15
General Overall Impression*	*15
TOTAL MAXIMUM POINTS	100

**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 2018.

(If you would like the form sent to you in Microsoft Word, you may email splantz@bowlesrice.com, or call Sarah Plantz at 304.347.2131.)

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.** Multiple nominations from the same institution are acceptable.
- 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
Wednesday, November 1, 2017, to:

Faculty Merit Foundation of West Virginia, Inc.
c/o Bowles Rice LLP
600 Quarrier Street
Charleston, West Virginia 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 - include title if other than president.)

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 and Ages of Children (if any): _____
4. Hobbies and Special Interests: _____

Part B -- Professional Experience

<u>Employer Name</u>	<u>Position Title</u>	<u>Years in Position</u>
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Section II (continued)

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

Part C -- Post-Secondary Education

<u>Degree or Other Award</u>	<u>Major or Area(s) of Study</u>	<u>Name of Educational Institution</u>
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Part D -- Awards and Recognitions

<u>Name and Nature of Award or Recognition</u>	<u>Year Received</u>	<u>Organization Making the Award</u>
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Part E -- Organization Memberships

<u>Organization Name</u>	<u>Years of Membership</u>	<u>Offices Held</u>
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Section III

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

Part A -- Classroom Teaching

(1) Current Semester

<u>Name of Course</u>	<u>Number of Students</u>	<u>Course Level</u>	<u>Number Credit Hours</u>
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(2) Most Recent Previous Semester

<u>Name of Course</u>	<u>Number of Students</u>	<u>Course Level</u>	<u>Number Credit Hours</u>
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Section III (continued)

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

Part B – Student Advising and 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 completed teaching at current institution)

Section III (continued)

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

Part D – Institution & Community Service Activities

<u>Name of Committee, Task Force, etc.</u>	<u>Years of Active Involvement</u>	<u>Specific Responsibilities</u>
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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.

Section IV

Statements of Recommendation

Three 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 previous educational pursuits and life experiences?