

September 15, 2017

**MEMORANDUM**

TO: Faculty Colleagues

FR: Joyce E. McConnell  
Provost and Vice President for Academic Affairs

RE: 2017-2018 James and Karen Caveney Alumni Association Faculty Excellence Award

I am pleased to announce a call for nominations and applications for the 2017-2018 James and Karen Caveney Alumni Association Faculty Excellence Award, made possible by a generous gift to the WVU Foundation by Dr. James and Karen Caveney.

The guidelines providing details of the award, the criteria for application and selection, and the nomination and application procedures are attached. The guidelines may also be found at <http://faculty.wvu.edu/files/d/6bf4dd4d-383d-4a10-bfb6-a94be43caf79/2016-17-james-karen-caveney-alumni-association-faculty-excellence-award.pdf>. The deadline for submission of nominations and applications for the 2017-2018 Caveney Award is **Wednesday, November 15, 2017**.

I heartily encourage you to take advantage of the opportunity provided by this award to annually recognize and reward an exceptional and highly productive faculty member at the University. If you need additional information, please contact Dr. CB Wilson, Associate Provost for Academic Personnel [cbwilson@mail.wvu.edu](mailto:cbwilson@mail.wvu.edu) or his assistant Donna Pancoast [dmpancoast@mail.wvu.edu](mailto:dmpancoast@mail.wvu.edu).

dmp

attachment

c: C.B. Wilson  
Nicole Riggleman

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**JAMES AND KAREN CAVENEY  
2017- 2018 ALUMNI ASSOCIATION  
FACULTY EXCELLENCE AWARD**

Education has always been a core value in the Caveney home, so much so that Dr. James Caveney, his wife, Karen, their three children, and immediate family hold 19 degrees from West Virginia University. In 2014, the Caveney family established the **James and Karen Caveney Alumni Association Faculty Excellence Award** to be awarded annually to a **highly productive** faculty member at West Virginia University. The award of \$5,000 shall be used for faculty support for research, teaching, and service including but not limited to travel, research, technology enhancements, library resources and staff/student support.

**ELIGIBILITY FOR AWARD**

All faculty members holding a continuing appointment, at or above the rank of assistant professor or the equivalent, including those serving in administrative positions, are eligible for consideration for the award upon nomination or application. At this time only faculty members holding appointments on the Morgantown campus will be eligible.

**CRITERIA**

- Recipients shall demonstrate excellence in research and acquisition of grants; exceptional teaching and innovation in instruction; and commitment to the people of West Virginia, on and off the campus.
- Recipients shall have a good moral reputation and community standing.
- In the event of a tie between two candidates, the preference will go to the one that is a WVU alumnus and/or a member of the WVU Alumni Association.

**SELECTION COMMITTEE**

The Selection Committee is comprised of faculty and university administrators appointed by the Provost. Members of the Committee are ineligible for the award during their period of service on the committee.

**NOMINATION/APPLICATION PROCEDURES**

The Dean's Office of each college/ school is responsible for nominating individuals for the award. Each college/ school may submit one candidate.

Nominations and applications must be received, with all required documents, by the end of the business day, **Wednesday, November 15, 2017**. No late nominations will be accepted. Nominations and applications, including the required documents described below, are to be forwarded electronically to Donna M. Pancoast at [dmpancoast@mail.wvu.edu](mailto:dmpancoast@mail.wvu.edu). Any submitted nomination packets that are incomplete on the deadline date or which exceed the limitations on maximum length will be returned unevaluated.

**REQUIRED DOCUMENTS**

1. *Cover Sheet*: See attached.
2. *Table of Contents*: The table of contents should identify materials submitted as part of the required support documentation, including links to internet sources.



3. *Summary Statement and Brief Curriculum Vita:* A summary statement should be submitted discussing the basis for nomination and the characteristics that make this nominee an outstanding candidate based on the criteria as described elsewhere in this document. The length of the summary should not exceed four non-reduced, double-spaced pages, 12-point font, typed on one side only. The curriculum vita should be limited to five pages emphasizing but not limited to the faculty member's career as researcher, teacher, and service provider including degrees earned, record of positions held and duties associated with each, awards and honors, professional/educational society activities and offices, textbooks written, and major publications.
4. *Research Supporting Documentation:* Supporting documents should not exceed 5 pages and may include the following, as appropriate:
  - a. a description of the research that is to be considered including the grants that have been funded (for collaborative research, the contribution of the candidate should be clearly identified);
  - b. a list of **five or six** possible referees who are experts in the relevant discipline or disciplines, most of whom are outside West Virginia University and at peer research institutions (*please provide complete address, telephone, fax, and e-mail information*).
5. *Teaching Supporting Documentation:* Supporting documents should not exceed **10** pages and may include but are not limited to:
  - a. evaluations by peers, students, alumni, chairs and/or deans (student evaluations should be tabulated and/or summarized);
  - b. representative syllabi and course outlines;
  - c. list of courses taught, number of credit hours taught, and number of students for each class for the past five years;
  - d. other teaching awards or teaching grants funded;
  - e. evidence demonstrating innovative course, curricula, or programing development including those of the nominee adopted by others.
6. *Service Supporting Documentation:* Supporting documents should not exceed four non-reduced, double spaced pages:
  - a. summarize the nominee's service and outreach activities benefiting the state and its citizens;
  - b. describe specific activities which serve as the basis for the nomination;
  - c. describe the ways in which those activities go beyond the nominee's performance of a routine job assignment.
7. Please submit the nomination electronically as a PDF limited to 10 Mbytes. All pages should be consecutively numbered beginning with the number one on the Cover Sheet. Please note that the total number of pages may not exceed 30.

In general, the documentation should be brief, with the emphasis on the quality of the activity and productivity in research, teaching, and service rather than quantity.

JAMES AND KAREN CAVENEY  
2017-2018 ALUMNI ASSOCIATION  
FACULTY EXCELLENCE AWARD

DUE NOVEMBER 15, 2017

NOMINEE NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

CURRENT POSITION AT WVU: \_\_\_\_\_

COLLEGE: \_\_\_\_\_

DEAN OF COLLEGE: \_\_\_\_\_

DEAN'S E-MAIL: \_\_\_\_\_

DEAN'S TELEPHONE NUMBER: \_\_\_\_\_

IS NOMINEE A MEMBER OF THE WVU ALUMNI ASSOCIATION? \_\_\_\_\_

DEGREE INFORMATION: \_\_\_\_\_

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