

# **2018 West Virginia Professor of the Year**

Faculty Merit Foundation, Inc.

## **Nomination Form**

**Faculty Merit Foundation of West Virginia, 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 **Thursday, November 1, 2018**. 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
<b>TOTAL MAXIMUM POINTS</b>	<b>100</b>

*\*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 in the spring of 2019.

*(If you would like the form sent to you in Microsoft Word, you may email [splantz@bowlesrice.com](mailto: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**  
**Thursday, November 1, 2018, 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>
----------------------	-----------------------	--------------------------

**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>
----------------------------------	--------------------------------------	--

**Part D -- Awards and Recognitions**

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

**Part E -- Organization Memberships**

<u>Organization Name</u>	<u>Years of Membership</u>	<u>Offices Held</u>
--------------------------	----------------------------	---------------------

**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>
-----------------------	---------------------------	---------------------	----------------------------

(2) Most Recent Previous Semester

<u>Name of Course</u>	<u>Number of Students</u>	<u>Course Level</u>	<u>Number Credit Hours</u>
-----------------------	---------------------------	---------------------	----------------------------

**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>
--	--	--------------------------------------



**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?*