

2019 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 7, 2019**. 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 in the spring of 2020.

(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**
Thursday, November 7, 2019, 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

Employer Name

Position Title

Years in Position

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
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Part D – Institution & Community Service Activities

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