

# VALDOSTA STATE UNIVERSITY AWARD for EXCELLENCE IN ADVISING

**I. Eligibility:** To be eligible for this award, the faculty member or staff member must meet or exceed the following requirements:

- A. Must have been a full-time faculty or staff member for both semesters of the academic year for which the award is being given. Department Heads, Deans, and Directors are not eligible for this award.
- B. Must have completed at least three years of full-time teaching at VSU.
- C. Must not be on a paid or unpaid leave of absence during the year of nomination.
- D. An individual may not receive this award more than once in any five consecutive years.
- E. May not receive more than one VSU Excellence Award during any academic year.

**II. Criteria:** The nomination criteria shall include, but might not be limited to, the following:

- A. Demonstrated high standards of advising effectiveness.
- B. Outstanding or innovative advising techniques. .
- C. Positive reputation for advising from the perspectives of students, colleagues, and alumni.
- D. Evidence of sustained commitment to advising.
- E. Evidence of high levels of student satisfaction.

**III. Nomination Process:** A member meeting the above criteria may be nominated for this award by a colleague, Department Head, Dean/Director, Student or VPAA. Nomination forms are available online. Self-nominations are not accepted.

**IV. Documentation:** The supporting documentation shall consist of the following (to be submitted in one package):

- A. The completed nomination form is to be submitted to the appropriate College Dean or Division Director (Social Work or Library) by the fourth Monday in January. The Dean/Director will submit this form to the Selection Committee. (Items B-H below are the responsibility of the nominee.)
- B. A current resume'.
- C. A statement of up to three pages by the nominee describing his/her philosophy of advising (emphasizing advising achievements, including innovative advising techniques).
- D. Up to five letters of support from colleagues from his/her College/Division at VSU, with a minimum of one letter from a colleague from the same discipline, if possible.
- E. Up to three letters of support from students including alumni who have participated in advising (not required).
- F. Advising materials (e.g., checklists, forms).
- G. Nominee's annual evaluations for the last three years.
- H. Student online survey results for the past year and up to three years.

**V. Selection Committees:** Each Academic College/Division will select a College/Division Faculty Excellence Awards Committee to review nominees for all VSU Faculty Excellence awards for the respective College/Division. No nominee for this award may serve on the College/Division Committee. Each College/Division Committee shall consist of faculty members from each department, to be elected/appointed by that department. The University Faculty Excellence Awards Committee will consist of one full-time, tenured faculty member elected by each of the Colleges/Divisions, one Department Head elected/appointed by the Council of Department Heads, one Dean/Director elected by the Deans' Council and the VPAA or designee, who will serve as committee chair. The Department Head and Dean/Director may not be from the same College/Division. Members of the Committee shall not be nominees for any of the awards.

**VI. Selection Process:** Each College/Division Faculty Excellence Award Committee shall review the credentials of all nominees from the respective College/Division and will select no more than one nominee to be sent to the University Committee for review. The Chair of each College/Division Committee shall write a one-page summary of the reasons for the Committee's endorsement of the College's/Division's nominee. A College Committee may choose not to recommend any nominee for review by the University Committee. The University Faculty Excellence Award Committee will review the nominees submitted by the College/Division Committees and will recommend one nominee to the President.

## **VII. Selection Schedule:**

### **January-**

- \*1st Monday: The VPAA will send notification to all faculty, Department Heads, College Deans, and Division Directors that nominations are open.
- \*4th Monday: Nomination forms are to be completed and submitted to the Dean (Arts & Sciences, Arts, Education, Nursing, Business Administration) or Director (Social Work and Library).

### **February-**

- \*1st Monday: Each Dean/Director will notify each nominee of his/her nomination and will inform him/her of the supporting documentation that will be needed and the timeline to be followed.
- \*3rd Monday: The faculty from each College/Division will select a College/Division Faculty Excellence Award Committee and a representative to the University Faculty Excellence Award Committee. Each Dean/Director will submit a listing of the Committee members to the VPAA.

### **March-**

- \*1st Monday: The VPAA will convene the University Faculty Excellence Award Committee.
- \*2nd Monday: Nominees will submit the supporting documentation to the appropriate Dean/Director.

### **April-**

- \*1st Monday: College/Division Excellence in Advising Award Committees will complete the review of the nominees and will forward their selections to the VPAA.
- \*2nd Monday: The University Excellence in Advising Award Committee will review all nominees and select the recipient of the award.
- \*Friday after the 3<sup>rd</sup> Monday: The VPAA will notify the President of the Committee's selection.

**VALDOSTA STATE UNIVERSITY**  
**Nomination Form**  
**VSU AWARD FOR EXCELLENCE IN ADVISING**

Name of Nominee:

Department:

Has the Nominee completed a minimum of three years of advising at VSU?

Reasons for nomination (briefly state why the nominee is deserving of this award):

Nominator's Name:

Nominator's Signature:

Nominator's Department:

Date:

To be submitted to the nominee's Dean/Director by the fourth Monday in January.

**VALDOSTA STATE UNIVERSITY**  
**AWARD**  
**for**  
**EXCELLENCE IN PROFESSIONAL ACTIVITY**

**I. Eligibility:** To be considered for this award, the faculty member must meet or exceed the following requirements:

- A. Must have been a full-time faculty member for both semesters of the academic year for which the award is being given. Department Heads, Directors, and Deans are not eligible for this award.
- B. Must hold the rank of instructor, assistant professor, associate professor, or professor.
- C. Must have completed at least three years of full-time teaching at VSU.
- D. Must not be on a paid or unpaid leave of absence during the year of nomination.
- E. May not receive this award more than once in any five consecutive years.
- F. May not receive more than one VSU Excellence Award during any academic year.

**II. Criteria:** The nomination criteria shall include, but are not limited to outstanding professional activities during the preceding calendar year, January 1 through December 31, as demonstrated by the following:

- A. Publication/presentation/research/creative-artistic work
- B. Continued academic growth through courses, workshops, professional conferences, etc.
- C. Active membership/leadership in professional organizations
- D. Grant writing and/or implementation

**III. Nomination Process:** A member meeting the above criteria may be nominated for this award by a colleague, Department Head, Dean/Director, Student or VPAA. Nomination forms are available online. Self-nominations are not accepted.

**IV. Documentation:** The supporting documentation shall consist of the following (to be submitted in one package):

- A. The completed nomination form is to be submitted to the appropriate College Dean or Division Director (Social Work or Library) by the fourth Monday in January. The Dean/Director will submit this form to the Selection Committee. (Items B-E below are the responsibility of the nominee.)
- B. A current resume'.
- C. A statement of up to three pages by the nominee highlighting the impact of his/her professional activities.
- D. Up to five letters of support from colleagues from his/her College/Division at VSU with a minimum of one letter from a colleague from the same discipline, if possible.
- E. Nominee's last three annual evaluations.

**V. Selection Committees:** Each Academic College/Division will select a College/Division Faculty Excellence Awards Committee to review nominees for all VSU Faculty Excellence awards for the respective College/Division. No nominee for this award may serve on the College/Division Committee. Each College/Division Committee shall consist of faculty members from each department, to be elected/appointed by that department. The University Faculty Excellence Awards Committee will consist of one full-time, tenured faculty member elected by each of the Colleges/Divisions, one Department Head elected/appointed by the Council of Department Heads, one Dean/Director elected by the Deans' Council and the VPAA or designee, who will serve as committee chair. The Department Head and Dean/Director may not be from the same College/Division. Members of the Committee shall not be nominees for any of the awards.

**VI. Selection Process:** Each College/Division Faculty Excellence Award Committee shall review the credentials of all nominees from the respective College/Division and will select no more than one nominee to be sent to the University Committee for review. The Chair of each College/Division Committee shall write a one-page summary of the reasons for the Committee's endorsement of the College's/Division's nominee. A College Committee may choose not to recommend any nominee for review by the University Committee. The University

Faculty Excellence Award Committee will review the nominees submitted by the College/Division Committees and will recommend one nominee to the President.

## **VII. Selection Schedule:**

### **January-**

\*1st Monday: The VPAA will send notification to all faculty, Department Heads, College Deans, and Division Directors that nominations are open.

\*4th Monday: Nomination forms are to be completed and submitted to the Dean (Arts & Sciences, Arts, Education, Nursing, Business Administration) or Director (Social Work and Library).

### **February-**

\*1st Monday: Each Dean/Director will notify each nominee of his/her nomination and will inform him/her of the supporting documentation that will be needed and the timeline to be followed.

\*3rd Monday: The faculty from each College/Division will select a College/Division Faculty Excellence Award Committee and a representative to the University Faculty Excellence Award Committee. Each Dean/Director will submit a listing of the Committee members to the VPAA.

### **March-**

\*1st Monday: The VPAA will convene the University Faculty Excellence Award Committee.

\*2nd Monday: Nominees will submit the supporting documentation to the appropriate Dean/Director.

### **April-**

\*1st Monday: College/Division Excellence in Advising Award Committees will complete the review of the nominees and will forward their selections to the VPAA.

\*2nd Monday: The University Excellence in Advising Award Committee will review all nominees and select the recipient of the award.

\*Friday after the 3<sup>rd</sup> Monday: The VPAA will notify the President of the Committee's selection.

**VALDOSTA STATE UNIVERSITY**  
**Nomination Form**  
**for**  
**VSU AWARD FOR EXCELLENCE IN PROFESSIONAL ACTIVITY**

Name of Nominee:

Department:

Has the nominee completed a minimum of three years of full-time teaching at Valdosta State University?

Reasons for nomination (briefly state why the nominee is deserving of this award):

Nominator's Name:

Nominator's Signature:

Nominator's Department:

Date:

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To be submitted to the nominee's Dean/Director by the fourth Monday in January.

**VALDOSTA STATE UNIVERSITY**  
**AWARD**  
**for**  
**EXCELLENCE IN SERVICE:**  
**FACULTY**

**I. Eligibility**

- A. Must have been a full-time faculty member for both semesters of the academic year for which the award is being given. Department Heads, Deans, and Directors are not eligible for this award.
- B. Must hold the rank of instructor, assistant professor, associate professor, or professor.
- C. Must have completed at least three years of full-time teaching at VSU.
- D. Must not be on a paid or unpaid leave of absence during the year of nomination.
- E. May not receive this award more than once in five consecutive years.
- F. May not receive more than one VSU Excellence Award during any academic year.

**II. Criteria:** The nomination criteria shall include outstanding service to the University and the region, which can be demonstrated by, but is not limited to, the following:

- A. Service to the University:
  1. Serving on institutional committees
  2. Academic advising
  3. Student recruitment
  4. Sponsorship of student organizations
  5. Engaging in student activities
  6. Involvement in Shared Governance
- B. Service to the Region:
  1. Community service in area of expertise
  2. Active membership/leadership in community organizations
  3. Volunteerism in the region

**III. Nomination Process:** A member meeting the above criteria may be nominated for this award by a colleague, Department Head, Dean/Director, Student or VPAA. Nomination forms are available online. Self-nominations are not accepted.

**IV. Documentation:** The supporting documentation shall consist of the following (to be submitted in one package):

- A. The completed nomination form is to be submitted to the appropriate College Dean or Division Director (Social Work or Library) by the fourth Monday in January. The Dean/Director will submit this form to the Selection Committee. (Items B-E below are the responsibility of the nominee.)
- B. A current resume'.
- C. A statement of up to three pages by the nominee highlighting the impact of his/her service activities.
- D. Up to five letters of support from individuals familiar with the service activities of the nominee.
- E. Nominee's last three annual evaluations.

**V. Selection Committees:** Each Academic College/Division will select a College/Division Faculty Excellence Awards Committee to review nominees for all VSU Faculty Excellence awards for the respective College/Division. No nominee for this award may serve on the College/Division Committee. Each College/Division Committee shall consist of faculty members from each department, to be elected/appointed by that department. The University Faculty Excellence Awards Committee will consist of one full-time, tenured faculty member elected by each of the Colleges/Divisions, one Department Head elected/appointed by the Council of Department Heads, one Dean/Director elected by the Deans' Council and the VPAA or designee, who will serve as committee chair. The Department Head and Dean/Director may not be from the same College/Division. Members of the Committee shall not be nominees for any of the awards.

**VI. Selection Process:** Each College/Division Faculty Excellence Award Committee shall review the credentials of all nominees from the respective College/Division and will select no more than one nominee to be sent to the University Committee for review. The Chair of each College/Division Committee shall write a one-page summary of the reasons for the Committee's endorsement of the College's/Division's nominee. A College Committee may choose not to recommend any nominee for review by the University Committee. The University Faculty Excellence Award Committee will review the nominees submitted by the College/Division Committees and will recommend one nominee to the President.

**VII. Selection Schedule:**

**January-**

\*1st Monday: The VPAA will send notification to all faculty, Department Heads, College Deans, and Division Directors that nominations are open.

\*4th Monday: Nomination forms are to be completed and submitted to the Dean (Arts & Sciences, Arts, Education, Nursing, Business Administration) or Director (Social Work and Library).

**February-**

\*1st Monday: Each Dean/Director will notify each nominee of his/her nomination and will inform him/her of the supporting documentation that will be needed and the timeline to be followed.

\*3rd Monday: The faculty from each College/Division will select a College/Division Faculty Excellence Award Committee and a representative to the University Faculty Excellence Award Committee. Each Dean/Director will submit a listing of the Committee members to the VPAA.

**March-**

\*1st Monday: The VPAA will convene the University Faculty Excellence Award Committee.

\*2nd Monday: Nominees will submit the supporting documentation to the appropriate Dean/Director.

**April-**

\*1st Monday: College/Division Excellence in Advising Award Committees will complete the review of the nominees and will forward their selections to the VPAA.

\*2nd Monday: The University Excellence in Advising Award Committee will review all nominees and select the recipient of the award.

\*Friday after the 3<sup>rd</sup> Monday: The VPAA will notify the President of the Committee's selection.

**VALDOSTA STATE UNIVERSITY**  
**Nomination Form**  
**for**  
**VSU AWARD FOR EXCELLENCE IN SERVICE: FACULTY**

Name of Nominee:

Department:

Has the Nominee completed a minimum of three years of full-time teaching at Valdosta State University?

Reasons for nomination (briefly state why the nominee is deserving of this award):

Nominator's Name:

Nominator's Signature:

Nominator's Department:

Date:

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To be submitted to the nominee's Dean/Director by the fourth Monday in January.

**VALDOSTA STATE UNIVERSITY**  
**AWARD**  
**for**  
**EXCELLENCE IN TEACHING**

**I. Eligibility:** To be eligible for this award, the faculty member must meet or exceed the following requirements:

- A. Must have been a full-time faculty member for both semesters of the academic year for which the award is being given. Department Heads, Deans, and Directors are not eligible for this award.
- B. Must hold the rank of instructor, assistant professor, associate professor, or professor.
- C. Must have completed at least three years of full-time teaching at VSU.
- D. Must not be on a paid or unpaid leave of absence during the year of nomination.
- E. An individual may not receive this award more than once in any five consecutive years.
- F. May not receive more than one VSU Excellence Award during any academic year.

**II. Criteria:** The nomination criteria shall include, but might not be limited to, the following:

- A. Demonstrated high standards of teaching effectiveness.
- B. Outstanding or innovative teaching techniques. .
- C. Positive reputation for teaching from the perspectives of students, colleagues, and alumni.
- D. Evidence of sustained commitment to teaching.
- E. Evidence of high levels of student learning.

**III. Nomination Process:** A member meeting the above criteria may be nominated for this award by a colleague, Department Head, Dean/Director, Student or VPAA. Nomination forms are available online. Self-nominations are not accepted.

**IV. Documentation:** The supporting documentation shall consist of the following (to be submitted in one package):

- A. The completed nomination form is to be submitted to the appropriate College Dean or Division Director (Social Work or Library) by the fourth Monday in January. The Dean/Director will submit this form to the Selection Committee. (Items B-H below are the responsibility of the nominee.)
- B. A current resume'.
- C. A statement of up to three pages by the nominee describing his/her philosophy of teaching (emphasizing teaching/learning achievements, including innovative teaching techniques).
- D. Up to five letters of support from colleagues from his/her College/Division at VSU, with a minimum of one letter from a colleague from the same discipline, if possible.
- E. Up to five letters of support from students who have completed one or more of his/her courses.
- F. Classroom materials (e.g., syllabi, exams, exercises, and assignments).
- G. Nominee's annual evaluations for the last three years.
- H. Student evaluations for the previous three years.

**V. Selection Committees:** Each Academic College/Division will select a College/Division Faculty Excellence Awards Committee to review nominees for all VSU Faculty Excellence awards for the respective College/Division. No nominee for this award may serve on the College/Division Committee. Each College/Division Committee shall consist of faculty members from each department, to be elected/appointed by that department. The University Faculty Excellence Awards Committee will consist of one full-time, tenured faculty member elected by each of the Colleges/Divisions, one Department Head elected/appointed by the Council of Department Heads, one Dean/Director elected by the Deans' Council and the VPAA or designee, who will serve as committee chair. The Department Head and Dean/Director may not be from the same College/Division. Members of the Committee shall not be nominees for any of the awards.

**VI. Selection Process:** Each College/Division Faculty Excellence Award Committee shall review the credentials of all nominees from the respective College/Division and will select no more than one nominee to be sent to the University Committee for review. The Chair of each College/Division Committee shall write a one-page summary of the reasons for the Committee's endorsement of the College's/Division's nominee. A College Committee may choose not to recommend any nominee for review by the University Committee. The University Faculty Excellence Award Committee will review the nominees submitted by the College/Division Committees and will recommend one nominee to the President.

**VII. Selection Schedule:**

**January-**

\*1st Monday: The VPAA will send notification to all faculty, Department Heads, College Deans, and Division Directors that nominations are open.

\*4th Monday: Nomination forms are to be completed and submitted to the Dean (Arts & Sciences, Arts, Education, Nursing, Business Administration) or Director (Social Work and Library).

**February-**

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\*3rd Monday: The faculty from each College/Division will select a College/Division Faculty Excellence Award Committee and a representative to the University Faculty Excellence Award Committee. Each Dean/Director will submit a listing of the Committee members to the VPAA.

**March-**

\*1st Monday: The VPAA will convene the University Faculty Excellence Award Committee.

\*2nd Monday: Nominees will submit the supporting documentation to the appropriate Dean/Director.

**April-**

\*1st Monday: College/Division Excellence in Advising Award Committees will complete the review of the nominees and will forward their selections to the VPAA.

\*2nd Monday: The University Excellence in Advising Award Committee will review all nominees and select the recipient of the award.

\*Friday after the 3<sup>rd</sup> Monday: The VPAA will notify the President of the Committee's selection.

**VALDOSTA STATE UNIVERSITY**  
**Nomination Form**  
**for**  
**VSU AWARD FOR EXCELLENCE IN TEACHING**

Name of Nominee:

Department:

Has the Nominee completed a minimum of three years of full-time teaching at VSU?

Reasons for nomination (briefly state why the nominee is deserving of this award):

Nominator's Name:

Nominator's Signature:

Nominator's Department:

Date:

To be submitted to the nominee's Dean/Director by the fourth Monday in January.