

Guidelines for Selection of Distinguished Educator

1. Purpose. The purpose of this award is to recognize full-time faculty at the University of Richmond for a consistent record of outstanding contributions to excellence in education.
2. Criterion. The primary criterion for the award is leadership in teaching and learning. The Selection Committee will give special attention to effective integration of teaching and scholarship, and to significant research/creative activity with students.
3. Selection Process. The process of selecting awardees has three steps. First, any individual wishing to nominate a candidate for the award should write a letter to the individual's dean. Within each school, the dean will forward the letter(s) to a review panel of faculty who will then recommend some or all of the candidates for further consideration. Finally, the university-wide Distinguished Educator Award Selection Committee will review materials submitted on behalf of the recommended candidates and select names to forward to the Provost of the University for final approval. Each of these steps is described in detail below.
 - a. Nominations. An individual may be nominated for the award by a present or former student or student group, a colleague, or his or her department chair or dean. The nomination process begins with a letter to the nominee's dean identifying specific outstanding aspects of the nominee's performance that support the award's purpose. All full-time faculty of the University of Richmond are eligible for the Distinguished Educator Award. If a person has won the award previously, s/he should be nominated only if there is significant new and innovative achievement since the last award, and in any case at least seven years shall have elapsed before any repeat award is made.
 - b. Recommendations. Within each school (Arts and Sciences, Law, Business, Leadership, School of Continuing Studies), the dean will appoint a faculty panel to review letters of nomination and select some or all to recommend for further consideration. The faculty review panels may request additional information from the deans or department chairs. The number of individuals recommended for the award by each School is suggested to be:
 - School of Continuing Studies - up to 1 candidate
 - Leadership - up to 1 candidate
 - Law - up to 2 candidates
 - Business - up to 2 candidates
 - Arts & Sciences - up to 6 candidates

These limits are to encourage schools to choose their best candidates for submission to the committee. Exceptions can be made; if a school has an unusually large number of outstanding candidates in a given year, the dean should confer with the Selection Committee Chair about the number of nominees that the Committee will accept.

The faculty review panels within each school will notify the school dean and the candidate's department chair of their recommendations. The department chairs will provide to the university-wide Distinguished Educator Award Selection Committee a current vita and a letter summarizing the accomplishments of the recommended candidate; nominators should be careful to relate accomplishments to the criteria for the award, and to provide evidence for statements. At the discretion of the deans, this letter may be prepared by an individual other

than the department chair. **This letter should be no more than 3 pages in length** and may include, but is not limited to, evidence of course development activities, curriculum redesign, scholarship, supervision of independent study, honors, graduate student research, mentoring, innovative or uniquely effective syllabi, student feedback, student products or student-related activity, and classroom performance. In cases where a department chair is nominated for the award, the dean will appoint another representative of the faculty review panel to prepare the letter and assemble supporting materials to forward to the Selection Committee. Chairs may, at their discretion, correspond with nominees for clarification or additional information.

c. Selection. The university-wide Distinguished Educator Award Selection Committee will review the materials submitted on behalf of the candidates from all schools. The Selection Committee may, at its discretion, request additional information from any individual regarding the candidates. Members of the Selection Committee are ineligible for the award. As of 1999, the awards have been granted without regard for apportioned distribution among the schools; the Selection Committee is charged to simply selecting the best candidates (usually five to seven) from the pool of nominees. An individual may receive the award more than once, but no more frequently than once in seven years and then only if there has been significant new and innovative achievement related to the criteria.

The Selection Committee members shall be appointed by the University Faculty Council with approval by the Provost. The Selection Committee will be composed of one previous winner of the award, one faculty member chosen to represent University Faculty Council, three at-large faculty members selected by University Faculty Council, one representative (but not a school dean) of the Academic Affairs Council, one representative of student government, and one alumnus or alumna who has graduated within the last five years. The Selection Committee shall be constituted to ensure at least one faculty member from each of the five schools. No member shall serve more than three consecutive years.

Deliberations and all activities of the Selection Committee shall remain confidential. The Selection Committee will forward the names of those selected for the award to the Provost of the University for final approval. The Provost will notify the winners and their school deans. As of 2003, it is no longer necessary to keep the winners secret until the time of public announcement. Members of the Selection Committee are responsible for composing a summary (250 words or less) of the strongest reasons for each candidate's selection, to be read by the Provost at the award ceremony

4. Timetable for the Award Process. Key dates for the various steps in the process are as shown below:
 - December 1. During the fall semester, but no later than December 1, the Office of the Provost will send a letter to all constituencies named in 3a above, inviting them to submit nominations to the nominee's department chair or dean.
 - February 1. Nominations will be accepted by the Deans until February 1. Deans will forward letters of nomination and supporting materials to a faculty review panel within each school.
 - March 1. The review panel within each school will make their recommendations known to the Deans and notify the Department Chairs no later than March 1.

- March 15. The department chairs will submit letters and current vitae in support of the recommended candidates to the campus-wide Selection Committee by March 15.
- April 1. The Chair of the Selection Committee will forward packets of nomination letters and current vitae to all committee members for review.
- April 15. Selection Committee will meet to discuss and select awardees, and establish a process for writing summaries of awardees, which are due to the Provost on May 1.
- May 1. The Selection Committee will submit the list of awardees and the 250-word summaries of the basis for selection in each case to the Provost of the University by May 1. Awards may be announced during the last faculty meeting of the year, at opening colloquy, or at another time to be determined by the Provost and/or selection committee.

April 21, 2004; corrected November 18, 2005 at request of Selection Committee

Revised February 19, 2007 by University Faculty Council