

COLLEGE OF LIBERAL ARTS AND HUMAN SCIENCES AWARDS AND HONORS - 2016-2017 GUIDELINES

The College of Liberal Arts and Human Sciences Awards and Honors Committee invites nominations of faculty, staff, and graduate students for college recognition. This document includes all the necessary information related to the College's awards. Please note that there is no limit on the number of award nominations that can be forwarded to the committee. For all faculty awards, winners are not eligible for re-nomination for the same award for a period of three years. We encourage all faculty, as well as staff and students, as appropriate, to nominate themselves or to nominate their colleagues.

College of Liberal Arts and Human Sciences Awards:

- Certificate of Teaching Excellence
- Dr. Carroll B. Shannon Excellence in Teaching Award
- Excellence in Research and Creative Scholarship Award
- Excellence in Advising Award
- Excellence in Outreach & International Initiatives Award
- Excellence in Administration Award
- Diversity Award
- Land Grant Scholar Award
- Outstanding Graduate Student Award

The deadline for submission of nominations is 4 pm on January 24, 2017. Each nomination should be submitted as a single pdf document to Tasia Persson (tpersson@vt.edu) in the CLAHS Dean's Office.

Timeline for submitting nominations and receiving notifications in 2016-2017:

October 20, 2016:	Guidelines distributed to faculty, staff, and department chairs / heads
November 7, 2016:	Academy of Teaching Excellence Dossier Workshop, The Inn, 4 pm
November 15, 2016:	College Awards Information Session, 4 pm,
January 24, 2017:	Deadline for submission of all College award nominations, 4 pm Deadline for Shannon award nominations from previous CTE winners
By February 3, 2017:	Certificate of Teaching Excellence nominees notified of decisions
By February 18, 2017:	All nominees notified of award decisions
TBA	Awards presentation

Questions pertaining to the College honors and awards should be directed to Professor Joseph Pitt, Chair of the Honors and Awards Committee (jcpitt@vt.edu), or to Associate Dean Tom Ewing (etewing@vt.edu).

COLLEGE OF LIBERAL ARTS AND HUMAN SCIENCES CERTIFICATE OF TEACHING EXCELLENCE

To recognize outstanding faculty members in teaching of undergraduate and graduate students. Up to six awards will be given.

Recipient must be a College instructor, lecturer, AP (administrative and professional faculty), tenured, or tenure-track faculty member for whom the teaching of undergraduate and graduate students is and has been an assigned responsibility. All nominations for the College Certificates of Teaching Excellence must follow the Academy of Teaching Excellence dossier [guidelines](#).

The Dr. Carroll B. Shannon Excellence in Teaching Award [Shannon Award] is the premiere teaching award in the College of Liberal Arts and Human Sciences. One winner each year will receive a \$1000 award paid through direct deposit. Eligibility is limited to Certificate of Teaching Excellence winners in the current year and the previous two years. Nominees for the Shannon Award who won CTE's in the previous two years should submit a complete dossier using the ATA CTE guidelines by January 24, 2017. Winners of CTE's for the current year will have their nominations reviewed for the Shannon Award. All full time teaching faculty in at least their third year of continuous employment in CLAHS are eligible for this award. The Winner of the Shannon Award will be notified in late February and invited to attend the College awards reception to receive their award.

Faculty who have been Certificate of Teaching Excellence award winners in the previous two years are encouraged to update and submit their dossiers for consideration for the Alumni Teaching Awards. The deadline for submitting CTE dossiers for ATA is February 8, 2017.

A complete dossier will contain the following items (see [guidelines](#) for details / templates):

- Title or Cover Page
- Distinctive Contributions and Achievements
- Nomination Letter
- Teaching Statement
- Student Perception of Teaching/Instruction
- Letters of Recommendation and / or Peer Evaluations of Teaching
- Additional Documentation
- Appendix: Student Perceptions of Teaching form

The dossier is limited to 15 pages, excluding the cover page and SPOT form appendix.

Recognition: Certificate and \$500 for professional development presented at awards reception.

The Academy of Teaching Excellence presents a dossier workshop to assist and encourage nominations. The workshop is scheduled for November 7, 4 pm, at the Inn. See website for location information: <http://www.ate.cider.vt.edu/>.

**COLLEGE OF LIBERAL ARTS AND HUMAN SCIENCES
EXCELLENCE IN ADVISING AWARD**

To recognize outstanding faculty members in the advising of students. Up to two awards will be given for Excellence in Advising.

Recipient must be a College full-time instructor, full-time lecturer, administrative and professional faculty, tenured faculty, or tenure-track faculty member or staff member for whom advising of undergraduate or graduate students is and has been an assigned responsibility for at least one year at Virginia Tech.

One winner of a College Advising Award who works extensively with graduate students will be nominated on behalf of the College for the Graduate School Outstanding Mentor Award. Please indicate in the cover letter if the nominee should be considered for this Graduate School award.

Criteria for the Award:

- Evidence of excellence in orienting students to the academic field;
- Evidence of excellence in explaining policies and procedures that govern academic matters;
- Evidence of facilitating students' academic and professional success;
- Evidence of excellence in mentoring students in their program and profession;
- Evidence of mentoring students in externally directed and evaluated activities appropriate to the field, such as preparation for conference presentations, research publications, or application for competitive grants; and
- Evidence of excellence in assisting students with career guidance and placement.

Application materials:

- Letter of Nomination from self or others highlighting nominee's advising expertise and success, such the number of advisees, advisees' awards, career mentoring, orientation and other advisee development activities and/or products (2 pages maximum).
- Nominee's statement of advising philosophy or description of advising responsibilities and contributions (1 page maximum).
- Letters of support from students, whole or excerpted (3 pages maximum).

Recognition: Plaque and \$500 for professional development presented at the awards reception.

**COLLEGE OF LIBERAL ARTS AND HUMAN SCIENCES
EXCELLENCE IN RESEARCH AND CREATIVE SCHOLARSHIP AWARD**

To recognize outstanding achievements by a faculty member or members in research and creative scholarship. Up to three awards will be given for Excellence in Research and Creative Scholarship.

Recipient(s) must be College full-time instructors, full-time lecturers, administrative and professional faculty, tenured faculty, or tenure-track faculty members, and have demonstrated exemplary research and creative scholarship at Virginia Tech for at least three years. The award may be granted jointly to two or more persons when the research was done jointly and was led by the College faculty member.

Criteria for the Award:

- Evidence of sustained effort and achievement in the generation of new knowledge in a discipline represented within the College with a broad interpretation of research or creative design;
- Evidence that the research and/or scholarly creative endeavors occurred while a member of the Virginia Tech faculty although the work may be a continuation of research started before joining Virginia Tech;
- Evidence that the research and/or scholarly creative endeavor represents sustained work over a period of three years or more;
- Evidence of each participant's specific role and contributions when work was done jointly.

Application materials:

- Nomination letter (from self or others) highlighting nominee's research expertise and success (1 page maximum).
- Summary of nominee's research and/or scholarly creative activities including (2 pages maximum):
 - Description of the research area or creative contribution addressing both the importance of the area, the potential impact of the work, and its significance to the field.
 - Evidence in support of the nomination, which may include a bibliography of refereed articles, published reviews, books or monographs, extension publications, invited lectures, juried exhibits, visual evidence, or other examples of research or creative scholarship.
 - A curriculum vitae (any length permitted)
- One or two letters of support from individuals familiar with the significance of the research or creative scholarship (1 page maximum each). Letters can be either internal or external.

Recognition: Plaque and \$500 for professional development presented at the awards reception.

**COLLEGE OF LIBERAL ARTS AND HUMAN SCIENCES
EXCELLENCE IN OUTREACH AND INTERNATIONAL INITIATIVES AWARD**

To recognize outstanding accomplishments and contributions in outreach and/or international initiatives. Up to two awards will be given for Excellence in Outreach and International Initiatives.

Recipient(s) must be College full-time instructors, full-time lecturers, administrative and professional faculty, tenured faculty, or tenure-track faculty members or team of faculty led by a College faculty member. The recipient(s) must have been at Virginia Tech for at least three years and may be nominated as a team or as an individual.

Criteria for the Award for Outreach Activities:

- Evidence of outstanding, focused, and innovative outreach program(s) geared to solve current problems or recognized needs of people or organizations; subject matter expertise; work with other organizations, group or individuals; communication methods utilized in the outreach program; creative methods or ideas used to solve the problems or meet the needs.
- Evidence of dissemination of results through various means including, but not limited to, consulting activities, leadership recognition, books, major publications, professional awards or recognition, Cooperative Extension, Center sponsored programs, web information sites, continuing education programs, education programs, or other activities within the college or university.

Criteria for the Award for International Initiatives:

- Evidence of outstanding accomplishments and/or activities in international education, outreach, and/or research, such as, but not limited to:
 - Development and leadership of academic programs abroad;
 - Development of faculty or student exchange opportunities;
 - Curricular developments involving an international component;
 - Engagement in international scholarly or creative collaborations;
 - Engagement in international outreach.
- The impact, significance, and sustainability of the accomplishments and/or activities will be considered by the review committee.

Application:

- Nomination letter (from self or others) highlighting contributions to outreach and/or international initiatives (1 page maximum).
- Description of outreach and/or international initiative program that addresses the selection criteria and list of outcomes or products, as applicable (2 pages maximum).
- One or two letters of support from constituents served by the nominee's activities (1 page maximum each).

Recognition: Plaque and \$500 for professional development presented at the awards reception.

**COLLEGE OF LIBERAL ARTS AND HUMAN SCIENCES
EXCELLENCE IN ADMINISTRATION AWARD**

To recognize an outstanding faculty member in an administrative role and/or with administrative responsibilities. One award will be given for the College Excellence in Administration.

Recipient must be a College full-time instructor, full-time lecturer, administrative and professional faculty, tenured faculty, or tenure-track faculty member who holds one or more of the following positions at the department or college level: director/coordinator of graduate or undergraduate studies; chair/coordinator of a particular academic option area within a department; principal investigator/project director of a sponsored research program; director of a center or laboratory; or department or college administrator such as a dean or department head. Nominees must have had administrative responsibilities at Virginia Tech for at least three years.

Criteria for the Award:

- Evidence of excellence in the performance of administrative roles and responsibilities including exemplary leadership, management, planning and implementation of a program (center, department, college, project, etc.).
- Evidence of competencies that have made an observable and positive difference in the unit (academic area, project, department, etc.).

Application:

- Nomination letter (from self or others) describing nominee's administrative assignment and showing the scope of responsibility (1 page maximum).
- Nominee's statement of administrative philosophy including the goals for the current position (1 page maximum).
- Summary of nominee's accomplishments in the administrative position over the past three years (2 pages maximum). This summary must include the following:
 - Evidence of specific benefits and/or services to the program, department, college or other academic area.
 - Evidence of leadership and/or management and/or planning and/or implementation through administrative activity for a program, project, center, department or the college.
- One or two letters of support from faculty members that speak to the nominee's accomplishments and the differences that have been made under her or his leadership (1 page maximum each).

Recognition: Plaque and \$500 for professional development presented at the awards reception.

COLLEGE OF LIBERAL ARTS AND HUMAN SCIENCES DIVERSITY AWARD

The Diversity Award honors faculty, staff and graduate students who have made a significant contribution to improve campus climate with regards to issues of inclusiveness at Virginia Tech. One award will be given for Diversity contributions.

Recipient(s) must be College full-time instructors, full-time lecturers, administrative and professional faculty, tenured faculty, or tenure-track faculty members, staff member, or graduate students, and must have been at Virginia Tech for at least three years. The award may be granted jointly to two or more persons when the diversity contributions were led by the College faculty members, staff, or graduate students. A measure of preference will be given to nominees whose work on diversity may not have been previously recognized through this or similar awards. Nominations for the Diversity Award will be reviewed by the College Diversity Committee.

Criteria for the Award:

Evidence of a leadership role beyond the expectations of their positions and that has resulted in accomplishment of one or more of the following objectives:

- Improve the quality of life for diverse groups at Virginia Tech;
- Plan and implement institutional change related to issues of diversity; or
- Educate members of the campus community to appreciate an increasingly diverse society.

Application materials:

- A nomination letter (from self or others) describing the nominee's qualifications and contributions to diversity at Virginia Tech and clearly indicating how these contributions and efforts to promote diversity go beyond normal job expectations. Information regarding previous awards should be included in the nomination letter (2 pages maximum).
- A summary of the nominee's activities (2 pages maximum).
- Two letters of support from individuals familiar with the nominee's contributions (1 page maximum each).

Recognition: Plaque and \$1,500 for professional development presented at the awards reception.

LAND GRANT SCHOLAR AWARD

To support excellence in faculty scholarship within the college that reflects the engagement mission of the university. This award was made possible by the Niles family, alumni, faculty, and friends through the Dean Jerry A. and Ruth Anne Niles Fund for Faculty Excellence. Its purpose is to honor the vision and tireless work of Dean Niles to the College of Liberal Arts and Human Sciences and to the field of education, and to recognize in particular his commitment to the university's land-grant mission. In addition, the award honors Ruth Anne Niles, his wife, for her support of his work and the college. Jerry and Ruth Anne Niles will be invited to participate in the presentation of this award. One land grant scholar award will be given.

Recipient(s) must be College full-time instructors, full-time lecturers, administrative and professional faculty, tenured faculty, or tenure-track faculty members who have been at Virginia Tech for at least three years and have demonstrated exemplary scholarship of engagement. The award may be granted to two or more persons when the work was done jointly and was led by a College faculty member.

Criteria for the Award:

- The scholarship enhances the lives of individuals, families, communities or society beyond the walls of the university;
- The scholarship is founded on a principle of mutual collaboration between the scholar and the public;
- The scholar recognizes and articulates the reciprocal benefits of the collaborative and participatory nature of this work;
- The scholarship is shared publicly in presentations or publications (ideally in partnership with community collaborators); and
- The scholarship engages students (when appropriate).

Application:

- Nomination letter (from self or others) highlighting nominee's scholarship of engagement and its impact (1 page maximum).
- Summary of nominee's scholarship of engagement, with focus on how this scholarship addresses the evaluation criteria listed above (2 pages maximum).
- One or two letters of support from individuals familiar with the significance of this scholarship of engagement (1 page maximum each). Letters can be either internal or external.

Recognition: Plaque and \$1,500 for professional development presented at the awards reception.

COLLEGE OF LIBERAL ARTS AND HUMAN SCIENCES OUTSTANDING GRADUATE STUDENT AWARDS

The Graduate School each year acknowledges the outstanding graduate student in each college. One award will be given to a masters student and one award to a doctoral student in the College.

Any graduate student enrolled during the current academic year is eligible. Submission of a nomination is open to anyone who wishes to nominate self or other.

Criteria for the Award

The criteria for the award will include three areas: Teaching, Research, and Outreach. The committee will expect excellence in one of the three areas and activity in a second area.

- *Teaching* could include mentoring of undergraduate or graduate students, advising, graduate teaching assistantships, assistance with classes, and other aspects of teaching and advising.
- *Research* could include publications, presentations, and workshop creation.
- *Outreach* includes work with audiences outside of the academic community of the graduate student and could include but not be restricted to extension, professional service, and community service.

Application materials:

- A statement by the nominee identifying contributions and achievements in teaching, research, and/or outreach (2 pages maximum);
- A curriculum vitae (2 pages maximum);
- One or two letters of support from College faculty members that speak to the nominee's accomplishments (1 page maximum each).