

# Outstanding Faculty and Staff Awards Nomination Criteria

The criteria for the award and the nomination process are as follows:

## Outstanding Faculty Award

1. Eligibility: A current member of the Averett University faculty teaching two courses or more per semester. Prior recipients become re-eligible the fourth academic year after their award.
2. Basis for nominations and decisions: In order of importance are teaching (to be evidenced by testimonials, success of students in subsequent courses, in graduate work or careers), non-course student interactions (e.g., advising or informal contacts, sponsorship of student organizations), and general contributions to the university. Research, publications and artistic accomplishments should play very minor roles in consideration for this award. The purpose is to reward the outstanding teacher faculty member.
3. Nominations: Letters of nomination may be received from faculty, students, staff, administrators, and alumni. All nominations must include the name of the nominator as anonymous nominations are not accepted. Primary responsibility for documentation of nominations must rest with the nominator. Each nomination should be accompanied by a rationale for the nomination and any appropriate supporting documentation. The selection committee will make its screening of nominations based on submitted materials. If the committee so chooses, it will do its own investigative work regarding additional information that may be necessary to assure that the most appropriate person is honored with this award.

## Outstanding Staff Award

1. Eligibility: Any current member of the staff who is **not** a member of the President's Council. Prior recipients become eligible the fourth academic year after their award.
2. Basis for nominations and decision: Outstanding service to the university and its constituents, either as a cumulative record of performance or on the basis of exceptional performance within the past twelve months.
3. Nominations: Letters of nomination may be received from faculty, students, staff, administrators, and alumni. All nominations must include the name of the nominator as anonymous nominations are not accepted. Primary responsibility for documentation of nominations must rest with the nominator. Each nomination should be accompanied by a rationale for the nomination and any appropriate supporting documentation. The selection committee will make its screening of nominations based on submitted materials. If the committee so chooses, it will do its own investigative work regarding additional information that may be necessary to assure that the most appropriate person is honored with this award.

**Decision:** A committee consisting of two faculty members (previous award winners), two staff members (previous award winners or Staff Council members), and two students (selected by the Dean of Students or the SGA) will select the winner of both the faculty award and the staff award. The decisions of the committee will be final.