

DR. CHARLES E. HEDRICK OUTSTANDING FACULTY AWARD
CRITERIA AND SELECTION

- I. Criteria: Nominees for the Hedrick Award should:
1. Be full time faculty members at Marshall University;
 2. Have completed minimum of seven years of full time teaching experience at Marshall University;
 3. Have a record of outstanding classroom teaching (at the undergraduate and/or graduate level), scholarship, research and creative activities;
- II. Selection:
1. Selection Committee:
One faculty representative selected from each college;
One faculty representative from the Faculty Senate;
One undergraduate student appointed by the Student Government Association;
One graduate student appointed by the Graduate Student Council;
Associate Vice President for Academic Affairs (Ex-officio).
 2. Selection Process:
 - a. Nominations will be accepted from faculty, staff or students. (Nominations of ones self will not be accepted.)
 - b. Candidates will submit a statement of teaching philosophy.
 - c. Candidates will submit a teaching credentials file for the **past three years** consisting of:
 1. Sample syllabus for each course the instructor has taught for the last 3 years.
 2. One summary course evaluation for each course (not section) taught for the last 3 years.
 3. Description of innovations in methodology, delivery, etc.
 4. Description of non-classroom instructional activity (advising, thesis direction, independent study, internships, etc.)
 5. Description of discipline-related activities with students (field trips, study groups, honoraries, etc.)
 6. Interdisciplinary activities (team teaching, honors courses, etc.)
 7. New courses or proposals for new courses.
 - d. Candidates will submit a research, scholarship, and creative activities file for the **past three years** consisting of:
 1. A list of all published materials as well as sample(s) of works published (books, chapters, refereed articles, other articles, brochures, etc.)
 2. A list of all unpublished research and scholarship.
 3. A list of all presentations at scholarly meetings.
 4. A list of all grants, fellowships, awards for research, scholarship and creative activities.
 5. A list of all performances, exhibitions, etc.
 6. A list of other participation of scholarly meetings.
 7. Other professional, discipline-related activities.

- e. **Candidates will submit recommendations from three colleagues familiar with the candidate's teaching, research, scholarship, and creative activities.**
- f. Candidates will submit a letter from their Chair or Dean addressing the excellence of the candidate's research.
- g. Each candidate should provide a current vita.
- h. The selection committee will give equal weight to teaching and to research, scholarship and creative activities.
- i. The Committee will observe the classroom teaching of each finalist.
- j. If a winner of the Hedrick Award is re-nominated in subsequent years, he or she will be evaluated on achievements since the date of the previous award.

Revised 1/31/06