

Dr. Charles E. Hedrick Outstanding Faculty Award Criteria and Selection Information

Candidate Eligibility & Committee Composition

Candidate Eligibility

Nominees for the Hedrick Award should:

- be full time, tenured or tenure track faculty members at Marshall University
- have a minimum of seven years teaching service at Marshall University (*a person is first eligible to apply in the spring of the 7th year because nominations occur in May and the award is given during the 8th year of employment*;
- have a record of outstanding classroom teaching (*at the undergraduate and/or graduate level*), scholarship, research and creative activities.

Nominations will be accepted from faculty, staff or students. Nominations of one's self will not be accepted. A nomination form is available at (www.marshall.edu/academic-affairs/forms/HedrickNomination09.doc).

Please Note: In any given year a faculty member can be considered for only one teaching award (e.g. Hedrick, Reynolds, Pickens-Queen). If nominated and eligible for more than one award, the nominee will be asked to choose one teaching award for consideration.

In addition, a faculty member can win any given teaching award only once in their service at Marshall University.

Selection Committee Composition

The Selection Committee will consist of:

- 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.

Questions should be addressed to

Dr. Sherri Smith, Executive Director
Center for the Advancement of Teaching and Learning
smithsc@marshall.edu or (304) 696-5268

Submission Materials & Evaluation Criteria

Submission Materials

Candidates should submit a portfolio documenting their achievements over the previous 7 years, with teaching materials from 3 to 5 courses in that time. The portfolio should include:

- sample syllabi for 3 to 5 courses taught by the instructor in the past 7 years
- course evaluations for 3 to 5 courses taught in the last 7 years
- a description of innovations in methodology, delivery, etc.
- a description of non-classroom instructional activity (*advising, thesis direction, independent study, internships, etc.*;
- a description of discipline-related activities with students (*field trips, study groups, honoraries, etc.*);
- interdisciplinary activities (*team-teaching, honors courses, etc.*;
- new courses or proposals for new courses
- a list of all published materials as well as sample(s) of works published (*books, chapters, refereed articles, other articles, brochures, etc.*;
- a list of all unpublished research and scholarship
- a list of all presentations at scholarly meetings
- a list of all grants; fellowships; and/or awards for research, scholarship, and creative activities
- a list of all performances, exhibitions, etc.
- a list of other participation in scholarly meetings
- other professional, discipline-related activities.

Candidates should also submit:

- recommendations from three colleagues familiar with the candidate's teaching, research, scholarship, and creative activities
- a letter from the nominee's Chair or Dean addressing the excellence of the candidate's research
- a current Vita
- a statement of the candidate's teaching philosophy.

Evaluation Criteria

The Selection Committee will observe the classroom teaching of each finalist.

The Selection Committee will give equal weight to teaching and to research, scholarship, and creative activities.