## 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.