

TRUSTEES' ACHIEVEMENT AWARD **GUIDELINES**

Revised December 2011

Description of the Award

The Council of Trustees recognizes distinguished creative achievements by current West Chester University faculty members through its **TRUSTEES' ACHIEVEMENT AWARD**. To be considered for the award, a faculty member must be formally nominated by a member of the University community, including Deans and the Academic Vice President (no self-nomination will be accepted.) The nomination should be made for a specific, original contribution to the nominee's discipline, while a member of the WCU faculty and within four years preceding the nomination. The contribution may consist of either a collective body of work or of a research study, scholarly paper, literary work, musical composition, work of art, or some similar significant accomplishment.

After preliminary screening by the University's Academic Recognition Committee (including a possible interview), a panel of distinguished scholars from other colleges and universities will review nominee achievement. A member of the West Chester University staff will serve as a non-voting member of the panel to coordinate and facilitate the work of the panel. The panel will review the work for which the nominee has been cited and evaluate it for **SIGNIFICANCE, QUALITY, AND ORIGINALITY**. It will then report its findings, together with its recommendation, to the Council of Trustees who will act on the panel's recommendation. An award recipient must be a member of the West Chester University faculty at the time the award is presented.

The individual selected for the award will be honored at the University's December Commencement ceremonies, to which members of his/her family will be invited. At this time a certificate will be presented, citing the awardee's contributions. Additionally, the award winner will receive \$1000 to support his/her scholarly activities and will receive 1/4 alternate workload assignment for one full academic year in which to continue his/her research in the area of the award or in a related field. The activities to be conducted during the alternate workload assignment are to be stipulated at the time of the nomination, and a written report is to be submitted to the Council of Trustees at the end of the year.

No recipient may receive the award more than once.

Local and regional news media will be informed of the award, and the University will maintain a permanent plaque on which will be inscribed the name of the award recipients.

Dates

- * Nominations submitted by: February 13, 2012
- * Announcement of winner: May meeting of the Council of Trustees
- * Presentation of Award: December Commencement 2012

Requirements for Nomination

1. The minimum requirement for nomination is that the contribution meet any of the following criteria:
 - * Publication of a significant article in a major national or international journal
 - * Publication by a recognized publisher
 - * Recognition by a major professional organization in the discipline
 - * Presentation, by invitation, before a national or international conference
 - * A significant review in a major publication, including the press
 - * In the case of a work of art, the object/performance has been judged by testimonials of distinguished professionals in the field as extraordinary in design, concept, and execution
OR the object/performance has opened new possibilities of creativity for the discipline.
2. Three copies of the work(s) to be evaluated and the nomination application are to be submitted.
3. File a NOMINATION FORM with the Office of the Provost. In presenting the nomination narrative, the nominator is to adhere to the outline below.
4. The nominee must be employed by West Chester University and be tenured with at least 6 years experience.

NOMINATION NARRATIVE BY NOMINATORS

1. Basis of the nomination. Show how the nominee meets the basic requirements.
2. Evidence of Quality, Originality, and Significance of the work.
3. Any other pertinent factors for the panel to consider.
4. Describe the research activities to be conducted by the nominee during the year when the alternate workload assignment is awarded.
5. Curriculum vitae of the nominee.