

JAMES MADISON UNIVERSITY
College of Arts and Letters

The Carl Harter Distinguished Teacher Award
The Madison Scholar Award
The Distinguished Service Award
2021-2022

The College of Arts and Letters is proud of the accomplishments and commitment of its faculty. Each year, in recognition of superlative achievement in the areas of teaching, scholarship, and service, the College names a Carl Harter Distinguished Teacher, a Madison Scholar, and a recipient of the Distinguished Service Award. The Distinguished Teacher in the College is recognized for exemplary commitment to teaching; the Madison Scholar is recognized for a record of outstanding scholarship/research/creative work and its dissemination through publication, exhibition, performance or other means; and the Distinguished Service Award recognizes superlative achievement in the area of service.

Candidate Requirements

To be eligible for the Carl Harter Distinguished Teacher Award, the Madison Scholar Award, and the Distinguished Service Award, one must meet the following criteria:

- currently teach undergraduates and/or graduate students,
- currently have full-time (non-retired or non-emeritus) status,
- have completed at least five years of service at JMU at the rank of assistant professor or above, and
- have consistently received at least satisfactory ratings in scholarly activity and service (for Distinguished Teacher); teaching and service (for Madison Scholar); or teaching and scholarly activity (for Distinguished Service).
- Carl Harter Distinguished Teacher candidates may have never received the University Distinguished Teacher Award or the Carl Harter Distinguished Teacher Award.
- previous Madison Scholars are not eligible for the Madison Scholar award.
- previous Distinguished Service Award recipients are not be eligible for the Distinguished Service Award.

The Process

The faculty of each department/school should determine a method for selecting up to three faculty members whom they identify as the best candidates for each award. The department/school's PAC or merit committee, in consultation with the department head/school director, will select the top candidate for each award from among the nominees.

Carl Harter Distinguished Teaching Award

Nomination Materials and Instructions

- The Department Head/School Director (or PAC Chair if the Department Head is nominated) will write a letter of nomination to the College Faculty Assistance Committee (FAC) describing the accomplishments and qualifications of the nominee. The nominating letter should address specific contributions the candidate has made to the department/school, college and/or university, and should confirm that the nominee has consistently received at least satisfactory ratings in scholarly activity and service.
- The Department Head/School Director will invite letters of recommendation **from a maximum of two former students**. Selection of the students should be done in consultation with the nominee. The letters should be addressed to the CAL Faculty Assistance Committee. The Department Head/School Director should forward the letters with the other nomination materials.
- The nominee will provide a vita.
- The nominee will provide a brief statement that describes his/her teaching philosophy.
- Copies of the letters and vita should be sent as .pdf e-mail attachments to Ms. Laura Wisman wismanlb@jmu.edu by 4:00pm **Wednesday, September 29, 2021**. Each department/school may nominate one person for this award.

Review

- The FAC will review the nominations and select up to three finalists for the award.
- Finalists for the Carl Harter Distinguished Teacher Award are generally observed in their classroom by members of the FAC. If classroom observations are not possible, finalists may be interviewed by the FAC. Interviews would address questions related to teaching philosophy and practice.
- Evaluation criteria address teaching practice, delivery, and assessment (including factors such as innovation and creativity, traditional teaching practices, rigor, and flexibility and remediation) and teaching impact (on students, programs, the broader community, and/or the field of study).

Award

The faculty member selected as the Carl Harter Distinguished Teacher will be notified by the Dean at the end of the 2021 fall semester. Formal recognition will occur in the spring, at the Madison Day Celebration. The recipient will receive a \$2,500 honorarium.

Madison Scholar Award

Nomination Materials and Instructions

- The Department Head/School Director (or PAC Chair if the Department Head is nominated) will write a letter of nomination to the College Faculty Assistance Committee describing the accomplishments and qualifications of the nominee. The nominating letter should address the significance of the nominee's scholarship/creative work within the discipline, and should confirm that the nominee has consistently received at least satisfactory ratings in teaching and service.
- The Department Head/School Director will invite a letter of recommendation from **a maximum of two reviewers outside of JMU**. The selection of a reviewer should be done in consultation with the nominee. The letter should address the quality of the scholarship/creative work as well as the nominee's reputation in the discipline.
- The nominee will provide a vita.
- The nominee will provide one example of his/her scholarship or creative work. Contact the Chair of the Faculty Assistance Committee if you have questions about format. This material will be available to the committee for review.
- The nominee will provide a brief statement (no more than three pages) that situates his/her scholarship and/or creative work within the field.
- Copies of the letters and vita should be sent as .pdf e-mail attachments to Ms. Laura Wisman wismanlb@jmu.edu by 4:00pm **Wednesday, September 29, 2021**. One copy of the example of scholarly/creative work is also due by **Wednesday, September 29, 2021**. Each department/school may nominate one person for this award.

Review

- The FAC will review the nominations and select up to three finalists for the award.
- Members of the FAC will interview the finalists. Finalists will be asked to discuss their record of research/creative work and the impact of their scholarship on their field of study.
- Committee members will look at the quantity, quality, and impact of scholarly outputs. In terms of quantity, nominees should demonstrate a sustained scholarly record that exceeds departmental standards for tenure and promotion. Regarding quality, nominees should demonstrate that their work appears in prestigious venues (e.g., highly regarded presses and journals that accept work only after rigorous, blind-peer review or prominent museums/film festivals). Receipt of competitive grants or disciplinary awards can also serve as evidence of quality. Impact is evaluated by the scope of influence of the nominee's scholarship in the field.

Award

The faculty member selected as the Madison Scholar will be notified by the Dean at the end of the fall 2021 semester. Formal recognition will occur in the spring, at the Madison Day Celebration. The recipient will receive a \$2,500 honorarium and an invitation to present his/her lecture, exhibition or performance to the university community during the fall 2022 semester.

Distinguished Service Award

Nomination Materials and Instructions

- The Department Head/School Director (or PAC Chair if the Department Head is nominated) will write a letter of nomination to the College Faculty Assistance Committee describing the accomplishments and qualifications of the nominee. The nominating letter should address specific service contributions the candidate has made to the department/school, college, university, and/or profession, and should confirm that the nominee has consistently received at least satisfactory ratings in scholarly activity and teaching. Nominated candidates should demonstrate depth, breadth, and impact of outstanding service at the department, college/university, community, and/or disciplinary level, and should have taken on a variety of roles and responsibilities including leadership positions at these different levels.
- The Department Head/School Director will invite **a maximum of two additional letters of recommendation** highlighting the candidate's depth, breadth, and impact of service. The letters should be addressed to the CAL Faculty Assistance Committee. The Department Head/School Director should forward the letters with the other nomination materials.
- The nominee will provide a vita.
- The nominee will provide a brief statement that describes his/her service contributions and their impact.
- Copies of the letters and vita should be sent as .pdf e-mail attachments to Ms. Laura Wisman wismanlb@jmu.edu by 4:00pm **Wednesday, September 29, 2021**. Each department/school may nominate one person for this award.

Review

- The FAC will review the nominations and select the award winner.
- Evaluation criteria include the depth, breadth, and impact of service activities at the departmental, college/university, and community/disciplinary levels.

Award

The faculty member selected for the Distinguished Service Award will be notified by the Dean at the end of the fall 2021 semester. Formal recognition will occur in the spring, at the Madison Day Celebration. The recipient will receive a \$2,500 honorarium.