

STETSON UNIVERSITY

HAND AWARDS FOR DISTINGUISHED FACULTY ACHIEVEMENTS CALL FOR NOMINATIONS

The Dolly and Homer Hand Awards for Distinguished Faculty Achievements at Stetson University recognize and celebrate the accomplishments of outstanding faculty in community impact, and in research, creative, and professional activity. The recipients of these distinguished awards are announced annually at the DeLand Campus Academic Awards & Recognition Ceremony and at Gulfport Campus' Honors and Awards Ceremony.

Nominations for Hand Awards for Distinguished Faculty Achievements are invited for consideration in either of the two categories below.

- (a) Hand Award for Research, Creative, and Professional Activity**
- (b) Hand Award for Community Impact**

Individual nominations or team nominations are invited. The total number of awards made will be determined by the quality of the nomination materials. Every effort is made to recognize faculty achievement in both categories; therefore, if nominees in the two categories are judged equally strong, an award in each category will be made. It is possible in some years for all awards to be made in the same category. At least one Hand Award each year is reserved for a deserving recipient from the College of Law.

HAND AWARD FOR RESEARCH, CREATIVE, AND PROFESSIONAL ACTIVITY

The Hand Award for Research, Creative, and Professional Activity celebrates the professional achievements of faculty at Stetson University. The award recognizes that faculty talent may be expressed in a variety of ways and that the criteria for determining excellence in different areas of scholarly inquiry or creative expression may vary. The Award emphasizes the quality of the research or creative activity, the significance of the accomplishment within the faculty member's field, and its contribution to the intellectual vibrancy and vitality of our campus. This Hand Award recognizes that excellence is to be found in innovative as well as traditional forms of scholarship; in work that contributes to the pedagogical discussion in a discipline or across disciplines as well as work that makes original contributions to knowledge; in work that redefines disciplinary knowledge as well as in work that reinforces it; and in major community outreach projects that demonstrate substantive disciplinary or interdisciplinary knowledge.

HAND AWARD FOR COMMUNITY IMPACT

The Hand Award for Community Impact celebrates the achievements of faculty serving the needs of the community, both the Stetson community and the community beyond the campus. An institution depends on its faculty to provide guidance to its students, expertise to its governance structure, leadership in its planning processes, and connections to the larger community. The Award recognizes that the life of a teacher is a life of service, service that goes beyond the classroom, service that takes inordinate time and energy. While service may at times seem to take faculty members away from their disciplines, it can become an important form of scholarly investigation, as when theoretical understandings are applied or tested in local communities. Academic service may also involve important leadership in disciplinary organizations at the regional, national, or international level. These kinds of service—to our academic community, to our surrounding communities and state, to our disciplines, to the world—are among our most important contributions to knowledge and our most impressive statements of our values commitments. Stetson University is pleased that this Hand Award honors the contribution, achievement and impact in service by our faculty.

PROCEDURES

Any faculty or academic administrator may nominate a faculty member to be considered for the Hand Awards for Distinguished Faculty Achievements. Self-nominations are not appropriate. The nominating individual should work with the nominee to prepare a representative portfolio of evidentiary supporting materials. Care should be taken to present only the best and most representative materials. This portfolio should include the following:

- A letter describing the faculty member's eligibility for consideration for the award, to include relevant details of the significance of the nominee's accomplishments within his/her discipline
- The nominee's current curriculum vitae
- Examples of work, reviews, citations, or other evidence of the impact of the nominee's work; and
- Any other materials considered helpful in assisting the committee's evaluation.

Nomination Materials

Nominees will be evaluated based on the merit of the requested materials only (see rubric). Therefore, it is critical that nomination packets are complete. A fillable cover page is provided and must be completed and submitted with application materials. **DeLand campus submissions** – submit materials [online](#) by the published deadline. Incomplete and late nomination materials will not be accepted.

- **Research, Creative, and Professional Activity:** Nomination materials should respond directly to excellence in terms of the quality of the scholarly inquiry or creative expression as defined by the faculty member's area or field; in what ways the nominee's portfolio of research or creative activity in the faculty member's area or field distinguishes the nominee's work (scope); the significance of the accomplishment(s) to the disciplinary area or field (impact); and the contribution of the nominee's work to the vibrancy and vitality of Stetson University. Nomination materials should clearly highlight evidence in support of responses.
- **Community Impact:** Nomination materials should respond directly to excellence in terms of the quality of the nominee's community achievements, both the Stetson community and the community beyond the campus. Nomination materials should clearly outline in what ways the portfolio and scope of the community work is a distinguished accomplishment, notable change(s) that are attributed to the nominee's engagements with the community (intended and unintended impacts), and significant outcomes. Nomination materials should respond to the contribution of the nominee's work to the vibrancy and vitality of Stetson University. Nomination materials should clearly highlight evidence in support of responses.

Award Selection Procedures

In all instances, award recipients in each category are eligible for consideration again in that category after five years of receipt of an award. Past recipients are posted [online](#).

At the DeLand campus,

- Nominators submit nomination packets [online](#)
- The Dean of the Library forwards nominations to the dean of the appropriate college/school.
- The dean submits recommendation, in the form of support letters, to Associate.Provost@stetson.edu
- The Dean of the Library convenes the Hand Awards University Committee for review of nominations.
- The Hand Awards University Committee forwards the identity and supporting evidence recommendations for the award to Associate.Provost@stetson.edu for the Provost's review and consideration. The identity of awardees remains confidential until the announcement at the Spring Commencement ceremony.

At the College of Law campus,

- Nominations submit nomination packets to the Faculty Scholarship Committee.
- The Committee forwards recommendation to the Dean.
- The Dean makes a determination and forwards the decision to the Dean of the Library and Learning Technologies (CC: Associate.Provost@stetson.edu) The identity of the recipient(s) remains confidential until the announcement at the Honors and Awards ceremony.

DeLand Campus Committees

College/School/Library Hand Award Recommendation Committees

- *Formation of the committee:* If the dean deems it appropriate, the dean of each college/school/library appoints a representative group of faculty to serve as the internal Hand Award Recommendations Committee *after* nominations have been received. The size of the committee may vary according to the size of the college/school/library. Care is taken to ensure equity in representation of people from historically marginalized groups as well as those cognizant and sensitive to scholarship creative, and/or community practice identified in the pool of nominations.
- *Responsibilities of the committee:* If the dean deems appropriate, the internal Hand Award Recommendations Committee receives the nominations and selects nominations to be sent forward to the University Committee on behalf of the unit. The maximum number of nominations that may be sent forward from each unit is as follows:
 - 8 - College of Arts and Sciences
 - 2 - School of Business Administration
 - 2 - School of Music
 - 1 - Library

University Hand Award Committee

- *Formation of the committee:* The Dean of the Library and Learning Technologies appoints faculty to serve on the DeLand campus University committee.
- *Process:*
 - i. The Dean of the Library and Learning Technologies convenes the DeLand campus University Committee, reviews procedures and expectations, is not present during any discussion of individual nominees, and is available to respond to questions that the committee may have. The committee has access to all information generated by this process and to the list of prior recipients.
 - ii. The committee will provide summary feedback on ranked recommendations for Hand Awards to the Dean of the Library and Learning Technologies as well as substantive descriptions of top nominees' accomplishments to be read during Commencement.

SPECIFIC DATES AND PROCEDURES FOR HAND AWARDS

DATES/DEADLINES	SPECIFIC PROCEDURES
March 10	Hand Award Call for Nominations announced
March 24	DeLand campus nomination materials are due Associate.Provost@stetson.edu . Gulfport Campus nomination materials are due to the Faculty Scholarship Committee.
March 31	DeLand Campus dean forwards his/her evaluation/support letter to Associate.Provost@stetson.edu .
April 7	Deadline for the Dean of the Library and Learning Technologies convenes the Deland Campus Hand Awards Committee.
April 7-17	The Deland Campus Hand Awards Committee reviews nominations.
April 23	Deadline for the Deland Campus Hand Awards Committee to provide summary feedback on ranked recommendations for Hand Awards to the associate provost for faculty development. <ul style="list-style-type: none">• Committee provides a description of top nominees' achievements to be read during Commencement.• College of Law committee forwards the dean's decision to the Associate Provost for Faculty Development
April 25	The Dean of the Library and Learning Technologies submits nominations to the Provost
TBA	Awards are announced at the DeLand campus' Academic Awards & Recognition Ceremony.
TBA	Awards are announced at the Honors and Awards Ceremony at the College of Law.

STETSON UNIVERSITY

HAND AWARDS FOR DISTINGUISHED FACULTY ACHIEVEMENTS

Application Form: Online

*Applications will be accepted through the online form **only***

Requested Online Information

Award Category (check one):

Community Impact

Research, Creative, and Professional Activity

Nomination Type (check one):

Individual

Team

Nominee Information:

Nominee Name(s)

Department(s)

Email Address(es)

NOMINATION CHECKLIST

DELAND CAMPUS: ALL NOMINATION MATERIALS MUST BE SUBMITTED ELECTRONICALLY.

- ☐ Nominator letter describing the faculty member's eligibility for consideration for the award
- ☐ Nominee's current curriculum vitae
- ☐ Digital examples of work, reviews, citations, or other evidence of the impact of the nominee's work
- ☐ Other materials as evidence to support nominee's eligibility for consideration for the award

EVALUATION RUBRICS

Each nomination packet must be evaluated on its own merit.

Criteria for RESEARCH, CREATIVE, AND PROFESSIONAL ACTIVITY AWARD	14 Points Max
Quality: Demonstrated <u>evidence</u> of superior quality scholarly inquiry, creative expression and/or professional activity as defined by the nominee's disciplinary area or field (3 pts max)	
Scope: Demonstrated <u>evidence</u> of sustained, high quality body of scholarly inquiry, creative expression or professional activity resulting in the nominee's recognition in area, field, or beyond (3 pts max)	
Impact: Demonstrated <u>evidence</u> of high impact of the nominee's accomplishments to the disciplinary area, field or beyond (4 pts max)	
Contribution: Demonstrated <u>evidence</u> of significant and noteworthy contribution to the vibrancy and vitality of Stetson University as a place of creativity and lifelong learning. (4 pts max)	
TOTAL POINTS	

Criteria for COMMUNITY IMPACT AWARD	14 Points Max
Quality: Demonstrated evidence of superior quality work to the Stetson community and/or the community beyond the campus (3 pts max)	
Scope: Demonstrated <u>evidence</u> of a sustained body of high-quality community engagement (3 pts max)	
Impact: : Demonstrated <u>evidence</u> of high impact of the nominee's engagements resulting in notable change in the community (4 pts max)	
Contribution: Demonstrated <u>evidence</u> of significant and noteworthy contribution to the vibrancy and vitality of Stetson University as a place of creativity and lifelong learning (4 pts max)	
TOTAL POINTS	