CALL FOR NOMINATIONS:
HAND AWARDS FOR
DISTINGUISHED FACULTY ACHIEVEMENTS

Stetson University is indebted to many individuals who have shown their support of excellence in higher education through generosity to our programs. Dolly and Homer Hand are two such remarkable people who provided funding to recognize outstanding faculty. The Faculty Senate Executive Committee, the Office of Academic Affairs, and the College of Law have worked together to structure the awarding of these funds, which are known as the Hand Awards for Distinguished Faculty Achievements. The recipients of these awards are announced at Spring Commencement.

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

The total number of awards made will be determined by the quality of the nomination packet. Every effort is made to recognize faculty achievement in both areas; therefore, if nominees in the two categories are judged to be 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

Hand Research Awards celebrate the professional achievements of faculty at Stetson University. We recognize 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 Hand Research Awards emphasize 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. We recognize 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; however, self-nominations are not appropriate. The person nominating should work with the person being nominated in preparing a representative portfolio of documentation and supporting materials. Care should be taken to present only the best and most representative materials. This portfolio should include:
  • 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;
  • a current curriculum vitae;
  • examples of work, reviews, citations, or other evidence of the impact of the nominee’s work; and
  • any other items/materials considered helpful in assisting the committee’s evaluation.

Nomination Procedure
Except at the College of Law, nominations for the award are received by the college/school/library dean who forwards them to the college/school/library committee. This committee selects the designated number of nominations and forwards them to the Office of Academic Affairs, which then forwards them to the University committee for review. The identity of those chosen by the University committee is forwarded to the Associate Provost for Faculty Development, but otherwise remains confidential until the announcement at the Spring Commencement ceremony.

At the College of Law, nominations are received by the Faculty Scholarship Committee. The Committee forwards its recommendation to the Dean. The Dean makes a determination, and forwards the decision to the Associate Provost for Faculty Development. The identity of the recipient(s) remains confidential until the announcement at the Honors and Awards ceremony.

In all instances, winners in each category are eligible for consideration again in that category after five years have passed after receipt of an award. Past recipients are posted online.

DELAND CAMPUS COMMITTEES
1. College/School/Library Hand Award Recommendation Committees
   a) Formation of the committee: After nominations have been received at the Deland Campus, the dean/director of each college/school/library appoints a representative group of faculty to serve as the Hand Award Recommendations Committee. The size of the committee may vary according to the size of the college/school/library. Care is taken to involve appropriate gender and minority representation as well as those sensitive to scholarship and/or creative practice in that unit.

   b) Responsibilities of the committee: At the Deland Campus, the internal recommendation committee receives the nominations and selects those that will be sent forward to the University committee. The maximum number of nominations that may be sent forward from each unit are: College of Arts and Sciences - 8, School of Business Administration - 2, School of Music - 2, Library - 1.
   The nominations are sent without comment or priority ranking.

2. University Hand Award Committee
   a) Formation of the committee: The Associate Provost for Faculty Development appoints faculty to serve on the Deland campus University committee.

   b) Process:
      i. The Associate Provost for Faculty Development 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 Associate Provost for Faculty Development as well as brief descriptions of top nominees’ accomplishments to be read during Commencement.
**EVALUATION**

**Nomination Materials**

Nominees will be evaluated based on requested materials. Therefore, it is critical that nominee packets are complete. Submit materials on time to the appropriate office; Provost@stetson.edu – Deland campus submissions. Incomplete nomination materials will be returned to the dean’s office from which it originated. 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.

Each nomination packet will be evaluated on its own merit.