

LINCOLN MEMORIAL UNIVERSITY
PROCEDURES FOR *HOUSTON* AND *LINCOLN AWARDS* NOMINATIONS

AWARDS¹

HOUSTON AWARD

The Houston Award is a monetary reward and public recognition for exemplary professional teaching achievement accomplished during employment at LMU, to be presented during Spring Commencement activities. Full-time faculty members with a minimum of three years of teaching experience at LMU are eligible to receive the Houston Award. Recipients will receive \$1,000, a *Houston Award for Excellence in Teaching* medallion, and a plaque.

- A. It is intended that this award be presented annually; however, for any given academic year it may be set aside if there is no nominee whose professional teaching achievement meets the standards relative to the award.
- B. Exemplary professional teaching achievement is characterized by clear, abundant, persistent demonstration of truly high standards of teaching and/or research (including “creative” research, as in the Fine Arts and/or other professional services) that contribute to the development of the individual faculty member and the LMU community.
- C. Nominations for the Houston Award may be received from any full-time LMU faculty member; nominations must be received by the Chair, Faculty Development Committee, by February 21 of the given academic year. All nominations must be accompanied by detailed supporting information as defined in the Procedure below.
- D. The Committee evaluates all nominees and makes a recommendation to the Vice President for Academic Affairs.

LINCOLN AWARD

The Lincoln Award is a monetary reward and public recognition for outstanding scholarship and professional achievement, accomplished during employment at LMU, to be presented during Spring Commencement activities. Full-time faculty members with a minimum of three years of teaching experience at LMU are eligible to receive the Lincoln Award. Recipients will receive \$1,000, a *Lincoln Award for Outstanding Scholarship and Professional Achievement* medallion, and a plaque.

- A. Although this award may be granted in consecutive years, it is not intended nor assumed that it be presented annually; rather it is intended as recognition and reward for the highest professional achievement and the naming of a recipient may indeed be rare.
- B. Outstanding professional achievement may occur in the following (and comparable) ways: (1) major publication (e.g., a textbook or other extensive written work resulting from research or professional thought, or grant development) and (2) election to high office in a national professional organization of major standing within the field.
- C. Procedures of nomination, evaluation, and selection of recipients of this award are the same as those for the Houston Award (see items C and D under HOUSTON AWARD (above)).

¹ “The Houston Award” and “The Lincoln Award,” 2010-2011 Faculty/Staff Policy Manual, Section XIII

PROCEDURES

HOUSTON AWARD

Application Deadline: Annually, February 21; nomination packets must be sent to the Chair, Faculty Development Committee.

Supporting Materials: To facilitate the Faculty Development Committee in its deliberations on candidates, one copy of a packet containing the following supporting materials is requested:

1. Houston and Lincoln Awards Nomination Cover Page (template attached).
2. Letter of nomination summarizing the major strengths of the candidate.
3. One to two pages (typewritten with line spacing of 1.5) detailing accomplishments and qualifications for award, i.e., specific information about the exemplary professional teaching achievement, and sufficient documentation to substantiate that the nominee's achievement is characterized as described in AWARDS/HOUSTON AWARD on page 1.
4. A summary of the most recent student ratings from three courses, including class size and level and student comments (if available).
5. Any additional information supporting the nomination, e.g., letters of support from faculty, department chair, school dean, students, et al.

LINCOLN AWARD

Application Deadline: Annually, February 21; nomination packets must be sent to the Chair, Faculty Development Committee.

Supporting Materials: To facilitate the Faculty Development Committee in its deliberations on candidates, one copy of a packet containing the following supporting materials is requested:

1. Houston and Lincoln Awards Nomination Cover Page (template attached).
2. Letter of nomination summarizing the major strengths of the candidate.
3. One to two pages (typewritten with line spacing of 1.5) detailing accomplishments and qualifications for award, i.e., specific information about the outstanding scholarship and professional achievement, and sufficient documentation to substantiate that the nominee's achievement is characterized as described in AWARDS/LINCOLN AWARD on page 1;
 - a. in case of a major publication, include the publication's title, names of co-authors, date of publication, publisher, and reviews (if available);
 - b. in case of other professional achievement (e.g., election to high office in a national professional organization), include the name of the professional organization and its mission/purpose statement, office held and date elected, length of membership in the organization, etc.
4. Any additional information supporting the nomination, e.g., letters of support from faculty, department chair, school dean, students, et al.

LINCOLN MEMORIAL UNIVERSITY
HOUSTON AND LINCOLN AWARDS NOMINATION COVER PAGE

Submit one (1) copy to:

Chair
Faculty Development Committee
Avery 204
Telephone: 423/869-7154
E-mail: debra.salata@lmunet.edu

Nomination for (check appropriate box): Houston Award Lincoln Award

NOMINEE:

Name/Title:

Department/School:

LMU Address:

LMU Telephone:

NOMINATOR:

Name/Title:

Department/School:

LMU Address:

LMU Telephone:

Date Submitted:

ATTACHMENTS:

1. Letter of nomination
2. Summary of accomplishments and qualifications
3. Summary of student ratings (for Houston Award only)
4. Additional supporting materials (e.g., letters of support from faculty, department chair, school dean, students, et al.)