**Meeting on 2/3/2025 at 2:00pm via Zoom**

Members present: Janet Asper (Chemistry), Christy Irish (Chair, Education), John Marsh (Business), Jennifer Hansen-Glucklich (Secretary, Modern Languages and Literatures), Kristin Marsh (Sociology), Victoria Russel (Ex-Officio Member, Center for Teaching)

New Business:

1. In preparation for evaluating nominations for faculty awards, we discussed criteria. Faculty members nominating faculty for awards are asked to submit 1. A letter of nomination 2. The faculty member’s CV 3. Supplemental materials. The third category required further discussion because materials submitted in the past have varied significantly, making comparison difficult. The entire packet should be no more than 10 pages (excluding the CV).
2. Faculty awards consider all or some of the following categories: teaching, service (to the department, college, university, community), scholarship, mentorship, leadership.
3. When evaluating service: nominations should include a descriptive letter, a list of committees the nominated faculty member has served on, and statements by colleagues. It is important that nominators provide evidence concerning the impact of the faculty member’s service and contextualize that importance.
4. When evaluating scholarship: nominations should describe and contextualize the impact of the faculty member’s scholarship and offer, if possible, evidence of that impact.
5. When evaluating teaching: helpful would be any of the following: observations of teaching by colleagues, excerpts from syllabi, sample assignments, student testimonials, evidence of using UMW values in teaching, work with undergraduates on research projects, evidence of community engagement, evidence of helping colleagues (within or beyond the UMW community) to improve their teaching.
6. The evaluation scale we will use is: excellent, good, satisfactory.

At our next meeting, on March 24, 2025, we will begin evaluating faculty award nominations. The earliest nominations are due February 15 (for the UMW Board of Visitors Faculty Leadership Award); the others are due by March 29.