

**SCHEV Outstanding Faculty Award Workshop  
June 6, 2007**

**SUGGESTIONS FOR COLLEGES:**

- Take ownership over the process and walk alongside the nominee. Remember: *A win for the individual is a win for the institution.*
- Identify your nominee(s) early in the process. The spring before nominations are due in the fall is not too early.
- Consider establishing an annual process whereby nominees are identified. For example, if your college gives an annual teaching award, that individual can continue on to be the SCHEV OFA nominee. Or perhaps you have a standing awards committee charged with determining the name of the nominee each year.
- Establish a timeline and meet with the nominee to review the timeline, responsibilities, and process.
- Identify a “final preparer of the packet” who is NOT the nominee.
- Recognize the nominee(s) at the college-level whether or not they win.
- Celebrate with a winner at appropriate events and with publicity.
- Recirculate nominations of non-winners in a future year after strengthening the packet.

**SUGGESTIONS FOR NOMINEES:**

- Select carefully those asked to write support letters. Provide guidance about format, content, etc. You are looking for nuggets that will be useful in the final packet.
- Plan and strategize in order to produce a good packet.
- Be prepared for an intense experience.
- Whether or not SCHEV says you win, you ARE a winner!

**SUGGESTIONS FOR PACKET PREPARATION:**

- Provide “clear and compelling” evidence that the candidate deserves the award.
- Include data wherever possible.
- Consider building the packet around a theme appropriate to the nominee’s excellence.
- Use proper grammar and spelling.
- Display a consistent and clean style.
- Structure a vetting process at the campus to insure quality.
- Streamline the narrative to remove redundancies.
- Focus on the unique qualities of the nominee.
- Watch voice; for example, the summary of accomplishments should be in the third person, while the personal statement is in the first person.
- Reread every word of the OFA guidelines once the final draft of the packet is ready to be sure you have followed the “rules.”