

**KALAMAZOO COLLEGE**  
*Interoffice Memorandum*

To: Faculty and Staff

From: Péter Érdi for Faculty Development Committee

Date: February 6, 2012

Re: Lucasse Nominations for 2012-2013

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Each spring we solicit nominations for the prestigious Lucasse Award. This year, please consider nominating a colleague for The Florence J. Lucasse Fellowship, an award that recognizes a Kalamazoo College faculty member for outstanding achievement in creative work, research, and/or publication.

**Nominations should be submitted by Friday, March 30, 2012 to Kitty Momburg in the Provost's Office.** The Faculty Development Committee occasionally receives questions about the Lucasse awards. A few of these questions, along with answers, are listed below. A more detailed list of procedures, updated in March 2002, is available from Kitty Momburg or the Faculty Development Committee.

*Who is eligible to receive the award?*

Eligibility for these two awards shall be limited to all active full-time and part-time faculty with the rank of professor, associate professor, and assistant professor, as well as full-time instructors, and to retired faculty members who remain professionally active.

The Lucasse Fellowship (scholarship award) can be awarded just once to an individual, so previous winners, listed below, are *ineligible*:

Tom Askew  
David Barclay  
Rose Bundy  
Amy Elman  
Gary Gregg  
Gail Griffin  
Anne Haeckl  
Ed Menta  
Bruce Mills  
Andy Mozina  
Tom Rice  
Tom Smith  
Jan Tobochnik

Winners of the Lucasse Lectureship (teaching award) are eligible for the Fellowship award and vice versa. A list of all Lucasse winners is posted on the Provost's web page at <http://www.kzoo.edu/provost/>.

### *How is the winner selected?*

The Chair of the Faculty Development Committee, working with the Provost, establishes a committee consisting of five Kalamazoo College faculty members: one representative from FDC, two recent Lucasse Award winners, one untenured faculty member, and one representative of the Provost's office. The composition of the committee and its proceedings is confidential. If you submit a nomination, you can expect it to be held in confidence. Faculty are generally unaware when they have been nominated, and the selection committee attempts to maintain that state of affairs. The Lucasse Committee will send its recommendation to the President. If she concurs, the name will be forwarded to the Academic Affairs Committee of the Board of Trustees. Final approval will be made at the June Board Meeting.

### *What are the selection criteria?*

In reviewing the Fellowship nominees, the official statement is that "the Lucasse Committee should look for evidence of sustained excellence in scholarly or creative work. The committee shall examine nominating materials and work of the nominees that has been published, displayed or performed." The committee is thus obligated to look for a pattern of sustained excellence, as opposed to a single "great" achievement, and to examine the relevant works. Part of that examination will involve evaluation of external reviews of the relevant works, or at least external measures of quality.

### *How should a nomination be written?*

Most successful nominations have been 1-2 pages, and have been written by one or two individuals. The selection committee does investigate the nominee, and makes an attempt to evaluate the veracity of the cited information. A short nomination with specifics that can be evaluated has a much better chance of success than an extensive document filled with personal opinions and well-deserved, but unsupported, accolades.

### *Once submitted, how long does a nomination remain under consideration?*

The selection committee generally passes on the stronger nominations to its successor committee. The membership of the selection committee changes significantly each year, in an attempt to bring a broad perspective to the process. If you nominated someone in the past and still want to support his or her candidacy, then please update your nomination letter with recent supporting documentation.

### *Announcement and Conferring of Awards*

After Trustee approval, the fellowship award winner will be announced at the fall All-Campus Gathering of the academic year. Formal conferring of the award shall occur at a ceremony during the following Spring.