

**WSCA**

**Executive Council**

**Members-at-Large Handbook**

**Chair, Model Communication Program Award (1<sup>st</sup> year Member-at-Large)**

**Chair, Distinguished Teaching Award (2<sup>nd</sup> year Member-at-Large)**

**Chair, Distinguished Scholar Award (1<sup>st</sup> year Member-at-Large)**

**Chair, Distinguished Service Award (2<sup>nd</sup> year Member-at-Large)**

**Updated: 6/25/2020**

## **Model Communication Program Award**

### **Model Communication Program Award**

This award may be given annually to one community college communication program.

The criteria for the award are:

1. The program should reflect the breadth and/or depth of the communication discipline.
2. The program should have teaching personnel with specialized training in communication.
3. The program should integrate curricular and co-curricular activities.
4. The program should have strong administrative support.
5. The program should relate to the mission of the particular institution.

The Model Communication Program Award Committee is chaired by one At-Large Member of the Executive Council serving a first year in the two-year term, appointed by the President. The other members of the selection committee are the chairs of the Community Colleges, and Communication and Instruction Interest Groups. A call for nominations should be advertised, including being placed in the *WSCA News*. The Committee is advised to consult with the Local Host for potential candidates.

By December 15 the Committee Chair shall communicate the name of the recipient to the Executive Director who shall purchase the tangible award, the President-Elect who will provide a panel slot at the upcoming convention, and the award winner(s). The recipient(s) of the Model Communication Program Award will be asked to exercise discretion regarding the receipt of the award until the award has been announced officially at the annual banquet.

Recipients are expected to present a panel on the Model Communication Program at the convention at which they receive the award. Community College award recipients are expected to pay convention fees.

Western States Communication Association Policies and Procedures Manual (2017)

[https://cdn.ymaws.com/www.westcomm.org/resource/resmgr/docs/WSCA\\_Policies\\_and\\_Procedures.pdf](https://cdn.ymaws.com/www.westcomm.org/resource/resmgr/docs/WSCA_Policies_and_Procedures.pdf)

## **Suggested Committee Timeline:**

September 1st: Committee Chair contacts committee with the MCPA's charge, duties, timeline, and proposed call for nominations.

September 10<sup>th</sup>: Approval of call for nominations by each MCPA committee member (please see Appendix D).

October 1<sup>st</sup>: Distribute call for nominations via *WSCA News* and CRTNET.

November 1<sup>st</sup>: Redistribute call for nominations via *WSCA News* and CRTNET.

November 30<sup>th</sup>: Deadline for MCPA nominations.

December 1<sup>st</sup>: Committee Chair forwards all nomination materials to the committee members

December 10<sup>th</sup>: Committee reviews and virtually discusses nominations to reach consensus about recipient.

December 15<sup>th</sup>: Finalize Award decision and notify Executive Director and President-Elect.

December 20<sup>th</sup>: Contact and notify award recipient; reminding of award stipulations: (1) register and attend the conference; (2) attend the luncheon where the award will be announced; (3) give a panel presentation on the program that helps other departments learn what makes a successful communication program (the panel session will be scheduled by the WSCA President Elect); (4) secrecy until the luncheon announcement of the award.

Convention: Chair, with support of the committee, should prepare remarks for convention luncheon and deliver award at luncheon to recipient.

Post-convention: Write an article for the *WSCA News*. Submit your speech to the Executive Director to post on the website. Assist the incoming MCPA chair. Recommended: Send a formal letter of recognition to the Program Chair, Division Dean, and/ or President of the institution of the Award recipient.

## **DISTINGUISHED TEACHING AWARD**

### **Committee Charge:**

The Distinguished Teaching Award may be given annually. The Awards Committee is chaired by one At-Large Member of the Executive Council serving in the second year of the two-year term, appointed by the previous President. This At-Large Member served as chair of the Model Communication Program Award the previous year. Other members include two At-Large Members to the Legislative Assembly serving in each of the two elective terms and elected by the Legislative Assembly, one member from the Association appointed by the Executive Council, and one member appointed by the WSCA President.

The Committee will invite nominations through announcements in the WSCA News, by contacting previous award winners and past presidents for nominations, and by considering previous nominees not selected. The recipients must be deserving faculty members who have made a significant contribution to the quality of teaching in WSCA and the communication field in institutions in the Western region. The award is open to a wide range of faculty, including adjunct, contingent, non-tenure track, temporary, and tenure/tenure-track instructors, regardless of whether they are full or part-time instructors. Award recipients may be from community colleges, 4-year colleges/universities, or institutions granting graduate degrees. Recipients must demonstrate teaching that rises above and beyond the craft of teaching to a sustained performance of excellence in pedagogy. This kind of teaching incites intellectual curiosity in students, can inspire departmental colleagues, and makes students aware of significant relationships between the academy and the world at large. Upon receipt of the award, an awardee must be an active member of WSCA

Self or peer nominations are accepted. A letter of nomination should be submitted to the Committee Chair who will then contact the nominees and request the following materials: 1) statement of teaching philosophy, 2) summary of teaching experience, 3) summary of course evaluation data including student comments for the five most recent semesters/quarters, 4) at least two letters of recommendation (in addition to the letter of nomination and at least one of which will be composed by a student). If a candidate is nominated but not selected in one year, the nomination materials will be maintained for another year and the nomination is renewed at that time.

At least 20 days prior to the convention, the Committee shall communicate name(s) of the recipients to the Executive Director who shall purchase the tangible award. The recipient(s) of the WSCA Distinguished Teaching Award will be notified in advance of the award's presentation at the WSCA banquet and will be asked to exercise discretion regarding the receipt of the award until the award has been announced officially at the annual banquet." (p. 46, 47)

Western States Communication Association. (2017). *Policies and procedures manual of the Western States Communication Association*. Retrieved from [http://c.ymcdn.com/sites/www.westcomm.org/resource/resmgr/Docs/WSCA\\_Policies\\_and\\_Procedures.pdf](http://c.ymcdn.com/sites/www.westcomm.org/resource/resmgr/Docs/WSCA_Policies_and_Procedures.pdf)

**Suggested Committee Timeline:**

September 1st: Committee Chair contacts committee with the DTA's charge, duties, timeline, and proposed call for nominations.

September 10<sup>th</sup>: Approval of call for nominations by each DTA committee member (please see Appendix C).

October 1<sup>st</sup>: Distribute call for nominations via *WSCA News* and CRTNET.

November 1<sup>st</sup>: Redistribute call for nominations via *WSCA News* and CRTNET.

November 1<sup>st</sup>: Chair updates committee members on the nominee process and encourages committee members to solicit deserving recipients via previous award winners and past presidents for nominations, and by considering previous nominees not selected – per DTA's committee charge.

November 30<sup>th</sup>: Deadline for DTA nominations.

December 1<sup>st</sup>: Committee Chair confirms acceptance of nomination from each DTA nominee.

December 10<sup>th</sup>: Finalize list of DTA nominees and nomination materials distributed to the entire DTA committee for review.

December 10-January 15: Committee reviews and virtually discusses nominations to reach consensus about recipient.

January 15: Finalize Award decision and notify Executive Director. The ED will confirm if the awardee is a member or not.

January 15<sup>th</sup>: Contact and notify recipient; reminding of award stipulations: (1) current WSCA membership, (2) registration and attendance at the conference, (3) secrecy until the luncheon reveal.

Convention: Chair, with support of the committee should prepare remarks for convention luncheon and deliver award at luncheon to recipient.

Post-convention: Write an article for *WSCA News*. Submit your speech to the Executive Director to post on the website. Share nomination materials of those not receiving the award with incoming committee chair for consideration the

following year. According to WSCA's Policies & Procedures, "If a candidate is nominated but not selected in one year, the nomination materials will be maintained for another year and the nomination is renewed at that time" (p. 47).

Appendix A:

**WSCA Distinguished Teaching Award:  
Call for Nominations**

**Overview:** WSCA welcomes nominations for the **20xx Distinguished Teaching Award**. WSCA's Distinguished Teaching Award may be given each year to a deserving faculty member(s) who has made a significant contribution to the quality of teaching in WSCA and to the larger communication field within the Western region.

**Eligibility:** This award is open to a wide range of faculty: adjunct, contingent, temporary and tenured/tenure-track instructors, regardless of full or part-time status. Nominees may be from community colleges, four-year colleges/universities, or institutions granting graduate degrees. All nominees must be current WSCA members at the time of review.

**Criteria:** Award recipients must demonstrate a sustained excellence in pedagogy. This type of teaching incites intellectual curiosity in students, inspires departmental colleagues, and makes students aware of significant relationships between the academy and the world at large.

**Nominations:** Self or peer nominations are welcome. A letter of nomination should be emailed to [committee chair], the 20xx Chair of WSCA's Distinguished Teaching Award Committee, at [\[insert email\]](#). All nominations must be received by **11:59pm (PST)**, **[insert nomination deadline]**.

**Review:** The committee chair will subsequently contact each nominee and request the following supplemental materials for the entire Committee to blind review:

1. WSCA membership evidence
2. Statement of teaching philosophy
3. Summary of teaching experience
4. Summary of course evaluation data, including student comments for the five most recent semesters/quarters
5. at least two letters of recommendation (in addition to the letter of nomination and at least one of which will be composed by a student)

Please contact [committee chair and email] with any additional questions or comments. Otherwise, the WSCA Distinguished Teaching Award Committee looks forward to receiving your nominations!

## DISTINGUISHED SCHOLAR AWARD

### Committee Charge:

This award may be given annually. The recipient must be a deserving WSCA member who has made significant and sustained contributions to scholarship that has made a difference in the ways scholars and students think about the nature, function, and scope of communication. Criteria include (1) a sustained research program, (2) that is theoretically grounded, (3) analytically sound, (4) advances the discipline (as indicated by citations and other evidence), and (5) work has been featured in WSCA journals as well as other outlets. The WSCA Scholar Award Committee will solicit nominations from Association members. The nomination should include a nominating letter and academic vita (self-nominations are acceptable).

The WSCA Scholar Award Committee consists of the one At-Large Member of the Executive Council serving the first year of the two-year term, appointed by the President, as Chair, one previous editor of *WJC* or *CR* appointed by the President, one member from the Association appointed by the Executive Council, two members elected by the Legislative Assembly serving two-year staggered terms, and as ex-officio, non-voting member the At-Large Member of the Executive Council serving the second year who chaired this award last year. Upon receipt of the award, the awardee must be an active member of WSCA. At least 20 days prior to the convention, the Committee Chair shall communicate the name of the recipient to the Executive Director who shall purchase the tangible award. The recipient of the WSCA Scholar Award will be notified in advance of the award's presentation at the WSCA banquet and will be asked to exercise discretion regarding the receipt of the award until the award has been announced officially at the annual banquet.

Western States Communication Association. *Policies and procedures manual of the Western States Communication Association*. Retrieved from [http://c.ymcdn.com/sites/www.westcomm.org/resource/resmgr/Docs/WSCA\\_Policies\\_and\\_Procedures.pdf](http://c.ymcdn.com/sites/www.westcomm.org/resource/resmgr/Docs/WSCA_Policies_and_Procedures.pdf)

### Suggested Committee Timeline:

September 1st: Committee chair contacts committee with the Distinguished Scholar Award (Scholar Award charge, duties, timeline, and proposed call for nominations).

September 10<sup>th</sup>: Approval of call for nominations by each Scholar Award committee member (please see Appendix B).

October 1<sup>st</sup>: Distribute call for nominations via *WSCA News* and CRTNET.

November 1<sup>st</sup>: Redistribute call for nominations via *WSCA News* and CRTNET.

November 1<sup>st</sup>: Chair updates committee members on the nominee process and encourages committee members to solicit deserving recipients via previous award winners and past presidents for nominations, and by considering previous nominees not selected – per Scholar Award committee charge.

December 10<sup>th</sup>: Deadline for Scholar Award nominations.

December 11<sup>th</sup>: Committee Chair confirms acceptance of nomination from each nominee. This can also occur on an ongoing basis with submissions.

December 11<sup>th</sup>: Finalize list of nominees and nomination materials distributed to the entire committee for review.

December 11-January 15: Committee reviews and virtually discusses nominations to reach consensus about recipient.

January 15: Finalize Award decision and notify Executive Director. The ED will confirm if the winner is a member or not.

January 15<sup>th</sup>: Contact and notify recipient; reminding of award stipulations: (1) must be a current WSCA member, (2) secrecy until the luncheon reveal, (3) registration for conference, (4) attendance at luncheon, (5) will register and attend the following year's conference to present a panel. Notify nominations/nominators of nominations not receiving the award and ask they resubmit nomination following year.

Convention: Chair, with support of the committee should prepare remarks for convention luncheon and deliver award at luncheon to recipient.

Post-convention: Write an article for *WSCA News*. Submit your speech to the Executive Director to post on the website. Share nomination materials of those not receiving the award with incoming committee chair for consideration the following year.

Appendix B:

**WSCA Distinguished Scholar Award:  
Call for Nominations**

**Call for Nominations:** 20xx WSCA Distinguished Scholar Award

The Western States Communication Association is seeking nominations for the 20xx Distinguished Scholar Award. The recipient must be a WSCA member who has made significant and sustained contributions to scholarship that has made a difference in the ways scholars and students think about the nature, function, and scope of communication.

Criteria include (1) a sustained research program, (2) that is theoretically grounded, (3) analytically sound, (4) advances the discipline (as indicated by citations and other evidence), and (5) contains work featured in WSCA journals as well as other outlets.

The nomination should include a nomination letter, academic vita, and can include letters of support (self-nominations are acceptable).

The scholar nominated for the award is honored during the WSCA Annual Conference Luncheon, so it is important that every effort is made to ensure the recipient is present to receive the award. As such, please confirm the nominee's willingness to be considered for this award and commitment to attend the 20xx WSCA convention in [insert location], before submitting nominations.

Nominations should be submitted by email to committee chair [insert name] at [insert email] no later than [insert deadline]. Please include "WSCA Scholar Award" in the email subject line and attach documentation as either Microsoft Word or PDF (.doc, .docx, or .pdf) files.

Please contact [committee chair and email] with any additional questions or comments. Otherwise, the WSCA Distinguished Scholar Award Committee looks forward to receiving your nominations!

## DISTINGUISHED SERVICE AWARD

### Committee Charge:

The Distinguished Service Award may be given annually. The Awards Committee is chaired by one At-Large Member of the Executive Council serving the second year, appointed by the President the previous year. This At-Large Member served as chair of the Scholar Award the previous year. Other Committee members include the Immediate Past President, and a designee of the Executives Club as voting members. One At-Large Member of the Executive Council serving in his or her first year (currently serving as chair of the Scholar Award) will be designated in-coming Chair by the President and serve as ex-officio, non-voting member of the Committee. The Committee will invite nominations through announcements in the WSCA News, by contacting previous award winners and past presidents for nominations, and by considering previous nominees not selected.

The recipient must be a deserving member who has made significant and long-standing contributions to WSCA and the communication field. Nominees should not be currently serving as WSCA officers or editors since the Award is considered the capstone of an individual's WSCA involvement. Nominees are encouraged to include letters of support from other individuals along with their letters of nomination and the nominee's CV.

At least 20 days prior to the convention, the Committee Chair shall communicate the name of the recipient to the Executive Director who shall purchase the tangible award. The recipient of the DSA will not be notified in advance of the award's presentation at the WSCA banquet. Measures will be taken to ensure the recipient is present to receive the award. Upon receipt of the award, the awardee must be an active member of WSCA.

Western States Communication Association. *Policies and procedures manual of the Western States Communication Association*. Retrieved from [http://c.ymcdn.com/sites/www.westcomm.org/resource/resmgr/Docs/WSCA\\_Policies\\_and\\_Procedures.pdf](http://c.ymcdn.com/sites/www.westcomm.org/resource/resmgr/Docs/WSCA_Policies_and_Procedures.pdf)

### Suggested Committee Timeline:

September 1st: Committee chair contacts committee with the Distinguished Service Award (DSA)'s charge, duties, timeline, and proposed call for nominations.

September 10<sup>th</sup>: Approval of call for nominations by each DSA committee member (please see Appendix).

October 1<sup>st</sup>: Distribute call for nominations via *WSCA News* and CRTNET.

November 1<sup>st</sup>: Redistribute call for nominations via *WSCA News* and CRTNET.

November 1<sup>st</sup>: Chair updates committee members on the nominee process and encourages committee members to solicit deserving recipients via previous award winners and past presidents for nominations, and by considering previous nominees not selected – per DSA’s committee charge.

December 10<sup>th</sup>: Deadline for DSA nominations.

December 11<sup>th</sup>: Committee chair confirms acceptance of nomination from each nominee. This can also occur on an ongoing basis with submissions.

December 11<sup>th</sup>: Finalize list of nominees and nomination materials distributed to the entire committee for review.

December 11-January 15: Committee reviews and virtually discusses nominations to reach consensus about recipient.

January 15: Finalize Award decision and notify Executive Director. The ED will confirm if the winner is a member or not.

January 15<sup>th</sup>: The committee chair may contact the nominating party to gently suggest their nomination should attend the convention and the luncheon. **DO NOT** let the winner know!! You should let other nominees know they did not win but they are encouraged to be nominated in the future. Otherwise, the information should be kept in strict secrecy.

Convention: Chair, with support of the committee, should prepare remarks for convention luncheon and deliver award at luncheon to recipient.

Post-convention: Write an article for the *WSCA News*. Submit your speech to the Executive Director to post on the website. Share the nomination materials of those not receiving the award with incoming committee chair for consideration the following year.

Appendix C:

**WSCA Distinguished Service Award:  
Call for Nominations**

**Call for Nominations:** 20xx WSCA Distinguished Service Award

The Distinguished Service Award Committee is seeking nominations for “Western States Communication Association 20xx Distinguished Service Award.” The Distinguished Service Award honors persons who have made considerable and long-standing contributions both to the Western States Communication Association and to the field of communication. For a list of past recipients of this award, please follow the following link <https://www.westcomm.org/page/DSA>.

Self-nominations are encouraged.

Nominations should include the following materials:

- Letter of nomination detailing and framing the nominee’s qualifications for the Award;
- Nominee’s CV;
- One or more supporting letters indicating the nominee’s contributions to WSCA and to the field of communication.

Self and/or other nominations should be received no later than [insert deadline]. Past nomination materials may be updated and resubmitted.

Nominations should be submitted by email to committee chair [insert name] at [insert email] no later than [insert deadline]. Please include "WSCA Service Award" in the email subject line and attach documentation as either Microsoft Word or PDF (.doc, .docx, or .pdf) files.

For more information about the Distinguished Service Award Committee, visit <http://www.westcomm.org/?page=Committees>

Please contact [committee chair and email] with any additional questions or comments. Otherwise, the WSCA Distinguished Service Award Committee looks forward to receiving your nominations!