

## Missouri S&T Faculty Service Award Criteria for Nomination and Selection

### Description

The faculty, staff, students and administration of Missouri S&T recognize that there are faculty on this campus who display exemplary, sustained service to the university and their profession. We desire to honor these outstanding citizens of the university for their commitment and service with the Missouri S&T Faculty Service Award.

The nomination and selection of individuals for the award shall be based on any combination of service to the university and the individual's profession.

### Number of awards and award amount

There will be up to four \$1000 awards per year.

### Who is eligible to be nominated?

All tenured and tenure-track faculty may be nominated **EXCEPT**:

- Curators' Professors
- Curators' Teaching Professors
- Named Professors
- Department Chairs
- Administrators
- Recipients of the Missouri S&T Faculty Service Award from the previous year

### Who may nominate?

Candidates may be nominated by faculty, administrators, staff or students. Nominations from department chairs are encouraged.

### Selection committee

1 Curators' Professor (3-year term)  
1 Curators' Teaching Professor (3-year term)  
1 named chair (3-year term)  
3 awardees from the previous year  
The President-elect of the Faculty Senate

The terms of the Curators' Professor, the Curators' Teaching Professor and named chair will be staggered.

### Timeline for awards

Call for nominations: Mid August  
Nomination deadline: 1<sup>st</sup> Friday of November  
Decision by the selection committee: 2<sup>nd</sup> Friday of December.

### Presentation of award

The award will be presented to the successful candidates at the annual Faculty Awards Banquet to be held early in the spring semester.

### Submission format

One electronic copy (single pdf file) submitted to the Office of the Provost.

## 2017 FACULTY SERVICE AWARD NOMINATION FORM

Name \_\_\_\_\_

Title \_\_\_\_\_

Department \_\_\_\_\_

Date Joined Missouri S&T \_\_\_\_\_

If nominee has received the Faculty Service Award previously, indicate most recent academic year in which awarded: \_\_\_\_\_

The criterion for the Faculty Service Award includes outstanding service to the university and the profession. There is no time limit on when the contributions were made, except that contributions included in this application may not have been included in a previous successful application.

Areas of service may include, but are not limited to, the following:

- Missouri S&T Campus Activities. Examples include committee work, student advising and promotion, organization advising, on-campus events, recruiting, and service learning.
- Missouri S&T Outreach. Examples include fundraising, alumni relations, marketing, off-campus events, K-12 outreach.
- Service to Profession. Examples include professional society activities and manuscript/proposal reviews.
- UM System. Examples include committee work and program reviews.

The nomination packet shall include:

1. The information requested on this cover sheet.
2. A letter of support from the nominator. Limit: 2 pages.
3. A statement from the nominee providing additional or clarifying information to strengthen the nomination. Limit: 1000 words.
4. A paragraph from the nominator that describes why the nominee deserves this recognition.
5. A CV of 5 pages or less detailing service contributions to the institution and profession, as well as service activities that are formally defined as part of the nominee's position.
6. One additional letter of support. Limit: 2 pages.

**Materials utilizing font size smaller than 10 point will not be accepted.**

### Nominee's statement regarding guidelines

I understand that if the page limit on my CV or the word limit on my statement is exceeded, this nomination will be returned without consideration.

Signature of nominee \_\_\_\_\_

Signature of nominator \_\_\_\_\_

### Acknowledgment of chair

I acknowledge that this faculty member from my department is being nominated for the Faculty Service Award.

Signature of chair (if not the nominator) \_\_\_\_\_