

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

### Description

The Faculty Service Award recognizes faculty who have demonstrated excellence in service to the University and their profession.

### Number of awards and award amount

There will be up to four \$1,000 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
- Full-time 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)  
3 awardees from the previous year

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

### Timeline for awards

Call for nominations: mid-June  
Nomination deadline: Sept. 5, 2018  
Decision by the selection committee: mid-October  
Awardees notified by: Nov. 7, 2018

### Presentation of award

The award will be presented to the successful candidates at the annual Faculty Awards Banquet to be held Dec. 4, 2018.

### Submission format

One electronic copy (single pdf file) submitted to the Center for Advancing Faculty Excellence (email to [cafe@mst.edu](mailto:cafe@mst.edu) or mail to 207 Norwood Hall).

## 2018 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/or 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 (e.g., committee work, student advising and promotion, organization advising, on-campus events, recruiting, and service learning)
- Missouri S&T outreach (e.g., fundraising, alumni relations, marketing, off-campus events, K-12 outreach)
- Service to profession (e.g., professional society activities and manuscript/proposal reviews)
- UM system (e.g. 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: 1,000 words.
4. A CV of 10 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.
5. Optional: 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 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) \_\_\_\_\_

*Please submit nomination packets to the Center for Advancing Faculty Excellence.*