

## General Guidelines for the COFAC's Awards of Excellence

---

Detailed below are the general guidelines for the COFAC's Awards of Excellence. These were developed to ensure a fair, thorough, and streamlined process.

Due to the COVID-19 pandemic, all materials will be submitted electronically for this year's competition in order to avoid any personal contact with items such as DVDs or CDs. We appreciate your willingness to keep everyone safe by making digital versions of your submission.

1. The awards evaluate a record covering a period of the most recent three (3) years, summers included, beginning with **August 1, 2018, continuing through July 31, 2021**. This timeline must be strictly adhered to in the application. The applicant must be a current Unit A or B faculty member and employed at WIU during the entire evaluation period.
2. A candidate may compete in one category annually at the Provost's Award level, but may apply in multiple categories at the COFAC Award level. A winner of a University award would be excluded from consideration for that award for a subsequent period of five (5) years. Candidates must be current Unit A or Unit B faculty.
3. For the Provost's Awards of Excellence, there is one award for Excellence in Scholarly/Creative/Performance/Professional Activities. Because the qualitative differences between research based professional activities and creative activities can make it difficult to compare the level of excellence in each area, COFAC will have two categories: Excellence in Scholarly/Professional Activities and Excellence in Creative/Performance Activities. After a winner in each of these two categories is chosen, the COFAC Department Chairs will discuss and decide which winner moves forward to the Provost's Award level.

## Criteria for the 2022 COFAC's Awards of Excellence

---

**Submission Instructions:** Please note that the following are general guidelines for applicants and not intended to be all encompassing criteria that each candidate must possess for consideration. Applicants are not expected to address each of the listed criteria in a given category, although to be competitive, candidates will have significant contributions in the identified areas. Candidates are especially requested to provide a discussion of the impact of the activity in their respective area and to provide documentation to substantiate this impact. Candidates must be current Unit A or B faculty.

**ALL APPLICATIONS MUST CONFORM TO THE FOLLOWING GUIDELINES. APPLICATIONS NOT IN COMPLIANCE WILL BE ELIMINATED FROM CONSIDERATION.**

### **Application Limitations:**

- Narrative – no more than five (5) pages, single spaced and single sided – be sure to state the impact on university, students and community
- Ten (10) single sided pages of supporting documentation. Whenever applicable, such as in the case of performing/creative works, faculty may submit electronic links to sites as part of their supporting documentation. For each electronic link submitted, the number of pages of supporting documentation should be reduced by the number of items represented on the site. Submissions should not contain multipage works, such as journal articles or books.
- Each application must contain a stipulated appendix outlined below.
- Up to two (2) letters of support from peers or students – letters of support from these individuals do not count towards your 10 page limit of supporting documentation. These must be included with packet at the time of submission. Each letter of support should not exceed two (2) pages. If selected for the COFAC Award, one additional letter from the dean or chair can be added to the application materials for the Provost's Award at a later date.

### **Application Requirements:**

- Avoid the use of technical language or jargon. Committees are comprised of faculty from diverse academic backgrounds. If technical jargon is required, define the terms
- 4. **The period of review is limited to August 1, 2018 through July 31, 2021 with applicants being employed at WIU during the entire review period. These dates must be strictly adhered to. Activities started but not completed during this time frame should be clearly designated. Further, activities started prior to the time frame, but completed during the time frame, should also be clearly designated.**
- **Use one-inch margins on all sides, use a 12-point font**
- Each section should be clearly labeled. Organize content in reverse chronological order by area.
- Provide a cover sheet, which includes your college and department affiliation.
- Furnish an outline of your portfolio activities with each category being a major heading followed by a summary of the activity and the associated dates in reverse chronological order. The stipulated appendix should cover all areas of teaching, research and service and not limited to the award category. This section is referred to as the stipulated appendix. A sample stipulated appendix is available for review at [http://wiu.edu/CITR/pdf/Stipulated\\_Appendix.pdf](http://wiu.edu/CITR/pdf/Stipulated_Appendix.pdf).

### **Application Submission:**

- A completed, signed and dated "Submission Checklist" (on following page) must accompany your original application.
- Submit one (1) copy of your entire application packet by email to [cofac@wiu.edu](mailto:cofac@wiu.edu)
- Deadline: **April 8, 2022**

**PLEASE PAY SPECIAL ATTENTION TO PAGE LIMITS AND PARTICULARLY THE PERIOD UNDER REVIEW**

## COFAC's Awards of Excellence 2022 Submission Checklist

---

### Submission Requirements:

- Items submitted are within the Period of Review: August 1, 2018, thru July 31, 2021 and applicant has been employed at WIU during the entire review period.
- Narrative is no more than five (5) pages single-spaced and single sided.
- No more than ten (10) pages of supporting documentation in addition to the stipulated appendix (details below).
- Each section is clearly labeled and content organized in reverse chronological order by area.
- All margins are one-inch on all sides, font used is 12-point.**
- Cover sheet includes college and department affiliation.
- Application includes stipulated appendix furnishing an outline of application activities. Major headings for each category are followed by a summary of the activity, and the associated dates are in reverse chronological order.
- Application includes one (1) copy of the entire application packet. Each application includes this signed and dated "Submission Checklist." Packet was submitted by email to cofac@wiu.edu on or before April 8, 2022 by 4:30 p.m.
- Philosophy is clearly stated and is designated with an appropriate heading.

### Notes/Comments:

I understand that if my application is incomplete or fails to meet the checked criteria above, it will be disqualified.

---

Print Name

---

Signature

---

Date