

Excellence in University/Community Service

General

The Provost's Awards for Academic Excellence were created to exemplify where someone has truly excelled in university/community service. Service includes, but is not limited to, professional appearances, performances, consulting, serving on committees, and participating in recruitment and placement of students.

Philosophy

One page outside the narrative describing your philosophy for university/community service. This should be followed by the contributions made in delivering on this philosophy. (NOTE: This does not count toward your page limit.)

Narrative

(It is not required to address each of the elements outlined below.)

- No more than five (5) pages, be sure to state the impact on university, students and community
- Sustained meritorious service rendered to the department, college, university, national and/or international communities.
- Service rendered to governmental and non-governmental organizations.
- The primary criterion should be one of significant contribution/impact. There should be substantial evidence that a nominee's service activities have had a significant, positive effect. Indicate whether the impact was regional, state or international.
- Service activities characterized by a continuous commitment to service activities over a period of time as opposed to a one-time major involvement
- Participation in other activities that may not have been addressed by the guidelines stated above
- For all activities, please specify whether the activity was course related, or if it was a compensated activity (either stipend, or release time). The committee will decide how compensated and uncompensated items compare.

Supporting Documents

- Include a syllabus for one course. (NOTE: This does not count toward your page limit.)
- Ten (10) pages of supporting documentation. Whenever applicable, such as in the case of performing/creative works, faculty may submit multimedia as part of their supporting documentation. For each individual multimedia element submitted, the number of pages of supporting documentation should be reduced by the number of items represented. Submissions should not contain multipage works, such as journal articles or books.
- Up to three (3) letters of support from deans, chairs, peers or students – letters of support from these individuals do not count towards your 10 page limit of supporting documentation. Each letter of support should not exceed two (2) pages.

Appendix

Application includes stipulated appendix furnishing an outline of your application activities. Use major headings for each category followed by a summary of the activity and the associated dates in reverse chronological order. List course numbers, title, credit hours and any characteristics of the course that may be relevant including: new preparation, graduate-level course, required, elective, etc.