

WEST LIBERTY UNIVERSITY AWARD
For
EXCELLENCE IN SERVICE

I. Eligibility

- A. Must have been a full-time faculty member for both semesters of the academic year for which the award is being given. Department Chairpersons are eligible for this award.
- B. Must hold the rank of instructor, assistant professor, associate professor, or professor.
- C. Faculty members on sabbatical leave or leave of absence during the year immediately preceding the year of nomination are not eligible for the award.
- D. An individual may not receive this award in consecutive years.

II. Criteria: The nomination criteria shall include outstanding service to the University and the community which can be demonstrated by, but is not limited to, the following:

A. Service to the University:

- 1. Serving on institutional committees
- 2. Academic advising/counseling
- 3. Student recruitment
- 4. Sponsorship of student organizations
- 5. Engaging in student activities

B. Service to the Community:

- 1. Community service in area of expertise
- 2. Active membership/leadership in community organizations
- 3. Volunteerism

III. Nomination Process: A faculty member meeting the above criteria may be nominated for this award by a colleague, a Department Chair, or a College Dean. A formal letter of nomination is to be submitted to the appropriate College Dean or, if the nominator is a Dean, to the Provost by the 3rd Friday in October.

IV. Documentation: The supporting documentation shall consist of the following:

- A. The letter of nomination will be forwarded by the Dean or Provost to the Professional Development Council (Items B-E below are the responsibility of the nominee).
- B. A portfolio detailing the service activities of the nominee.
- C. A statement (of up to three pages) at the beginning of the portfolio by the nominee highlighting the impact of his/her service activities.
- D. Up to five letters of support from individuals familiar with the service activities of the nominee.
- E. A letter of support from a University administrator familiar with the nominee's service activities (Program Director, Chair, Dean, Provost, or President).

V. Selection Committee: Each of the five Colleges will select a faculty member to serve on the University Excellence in Service Award Committee. A representative from the Professional Development Council will serve as the committee chair. Members of the committee shall not be nominees for any of the Faculty Excellence awards. A faculty member may serve on more than one Faculty Excellence Award Committee in the same academic year.

VI. Selection Process: The University Excellence in Service Award Committee will review the documentation and provide a one-page summary to the Provost and President endorsing one nominee for the Faculty Excellence in Service Award. The University Committee may choose not to recommend any nominee based on their deliberations. In such case, the one-page summary shall delineate the reasons no nominee was chosen.

VII. Selection Schedule:

October:

1st Friday:

The Professional Development Council will send notification to all faculty, Department Chairs and College Deans that nominations are open.

October:

3rd Friday:

Nomination letters are to be completed and submitted to the College Dean or Provost.

October:

4th Friday:

The Professional Development Council will notify each nominee of his/her nomination and will inform him/her of the supporting documentation that will be needed and the timeline to be followed.

November:

1st Monday:

Each College will select a representative to the University Excellence in Service Award Committee. Each College Dean will submit a listing of the committee members to the Provost.

November:

2nd Friday:

The nominee shall submit all supporting documentation to the Provost's Office.

November:

3rd Monday:

A member of the Professional Development Council will convene the University Excellence in Service Award Committee, which will review the documentation.

December:

2nd Friday:

The University Excellence in Service Award Committee will submit a recommendation to the Provost and President.