

WEST LIBERTY UNIVERSITY
FACULTY EXCELLENCE IN SERVICE AWARD

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 chairs and program directors 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.

I. Criteria: The nomination criteria for this award shall include, but is not limited to, the following:

- A. Service to the University
 - 1. Institutional committees
 - 2. Academic advising
 - 3. Student activities and recruitment
- B. Service to the Community
 - 1. Community Service in area of expertise
 - 2. Active membership or leadership in community organizations
 - 3. Volunteerism

II. Nomination Process: A faculty member meeting the above criteria may be nominated for this award by a colleague, Department Chair, Program Director, or College Dean.

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

- A. The nominee's original letter of nomination
- B. A 250-1000 word statement from the nominee about his or her Service over the past academic year
- C. Supporting materials and artifacts

IV. Selection Committee: Each of the five Colleges will select a faculty member to serve on the Excellence in Service Award Committee. A representative from the Provost's Office will serve as the committee chair. Nominees for the Excellence in Service Award cannot serve on the committee.

V. Selection Process: The Excellence in Service Award Committee will review the documentation and submit its recommendation to the Provost and President. The committee may choose not to recommend any nominee based on their deliberations.