

Illinois State University

Outstanding Service Award

Eligibility and Application Procedures

Faculty members whose service accomplishments are unusually significant and meritorious among their colleagues at Illinois State University may be considered for the Outstanding University Service Award. This award honors Illinois State University's most exceptional leaders in service. The Outstanding University Service Award provides \$3000 to each recipient; \$1000 in salary funds and \$2000 in appropriated operating funds. Award funds must be expended by the end of the fiscal year in which the award is granted. A candidate's service performance at Illinois State University will be given the greatest weight in the selection process.

Eligibility:

To be eligible to compete for the Outstanding University Service Award, a faculty member must meet the following criteria:

1. Be a full-time tenured or tenure-track member with at least three years of employment at Illinois State.
2. Be a past recipient of the Outstanding Service Award (or similar award) in their college or the Milner Library, or be nominated for significant University-wide service by a colleague, administrator, or governance body.
3. Receive support for candidacy for the Outstanding University Service Award from both the department chair or school director and college dean, or from a colleague, administrator, or member of a governance body knowledgeable about the candidate's service contribution.

Faculty members who have received the Outstanding University Service Award within the last five years and current members of the University Service Award Selection Committee are ineligible for the award.

Application Procedures:

1. Each faculty member who wishes to be considered for the award must submit a complete application to the applicant's college dean (see below).
2. Each college dean, in conjunction with the College Council, **shall evaluate and rank the college's applicants on the Application Cover Sheet** based on their performance in service and **submit the Cover Sheet and the application materials in electronic format, to the Office of the Provost (Jean Ann Dargatz - jadarga@IllinoisState.edu).**

College Council members who are applicants for this award should not participate in these deliberations. Colleges need not forward the application of a candidate who they feel does not merit further consideration for the award. There is no limit to the number of candidates each

college may forward for consideration.

3. The Office of the Provost shall forward all applications, evaluations, and rankings to the University Service Award Selection Committee. The Selection Committee shall make the selection of the Outstanding University Service Award recipients. The Office of the Provost shall notify each award recipient as well as those candidates who were considered but not selected to receive the award.

Application Guidelines:

Each candidate must define the scope and quality of their service by preparing and submitting the following materials– in ***electronic format to their college**. Refer to the [Provost's website](#) for deadlines.

The Award Selection Committee would prefer all of the application materials to be submitted as one PDF document and if the document is lengthy please provide a table of contents.

1. The cover sheet, available on the “Awards” page of the Provost’s website.
2. *A curriculum vita*
3. A statement of service philosophy that addresses the relation of teaching, research and service.
4. A summary of service by setting (including a bulleted list of all service activities) (university, college, department/school, profession and community) and year. *Supporting documents (such as pamphlets, brochures) should not be submitted unless requested by the Selection Committee.*
5. A summary statement from the department/school chair/director and college dean addressing the applicant’s service. This statement should include:
 - a. An evaluation of the candidate’s cumulative service contribution to the department/school, college, and university.
 - b. An evaluation of the candidate’s ability to incorporate rigor and challenge into service practices.

*If there are materials that are not easily converted to electronic format they can be delivered (by the deadline) to the Office of the Provost and they will be made available for the Selection Committee members to review. Applicants should note item number 4 above when considering supporting documents.