

Illinois State University Service Initiative Award Eligibility and Application Procedures

The Service Initiative Award provides appropriated operating funds in the amount of \$500 to faculty members who, early in their academic careers, have shown considerable promise in service. Normally, these awards will be given to faculty members with five or fewer years of University-wide and/or college-level service. The award funds will be paid directly to the award recipient. A candidate's service performance at Illinois State University will be given the greatest weight in the selection process.

Eligibility:

In order to be eligible to compete for the Service Initiative Award, faculty members must meet the following criteria:

1. Be a full-time tenured or tenure-track faculty member with five or fewer years of University-level service experience at Illinois State.
2. Receive support for candidacy for the Service Initiative Award from both the department/school chairperson/director and college dean (in the form of a letter of support)

Members of the University Service Award Selection Committee are ineligible to receive this award during their term of committee service. Previous recipients of the Service Initiative Award are ineligible to receive it a second time.

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 received from the colleges to the University Service Award Selection Committee. The Selection Committee shall make the selection of the Service Initiative 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 Materials:

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 application Cover Sheet or 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. *Curriculum vita*
3. A statement of service philosophy that addresses the relation of teaching, research and service.
4. A summary of service (including a bulleted list of all service activities) by setting (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.