



Office of Faculty Excellence

UNIVERSITY OF CENTRAL FLORIDA

Award for Excellence in Librarianship

Nominations due to the library's Faculty Affairs Committee: **January 11, 2017**

Results of the election due to the Director of Libraries: no later than 5:00 p.m.
February 1, 2017

University committees must e-mail their selections **including an introduction and description of accomplishments for the selected awardee (50-word max)**, to Faculty Excellence at facultyexcellence@ucf.edu no later than **February 17, 2017**

Program Overview

UCF sponsors the Excellence in Librarianship Award to recognize the outstanding contributions and support given to UCF's faculty and students by its library faculty members.

Funding

The amount of the Excellence in Librarianship Award is \$2,000. This award is funded by the Division of Academic Affairs. Award amounts are treated as income and are subject to normal withholding tax.

Eligibility

- may be nominated by a colleague or by self- nomination
- must be a librarian on a permanent line
- must have at least two (2) years of continuous service at UCF prior to nomination (academic years 2014–15 and 2015–16)
- must not have received a UCF Excellence in Librarianship Award in the past three years (academic years 2013–14, 2014–15, and 2015–16)

Application

Each application must be accompanied by documentation and materials demonstrating that the nominee is an effective, highly-competent librarian. The nominator must submit the following three documents to the library's Faculty Affairs Committee (FAC) by the university's announced deadline. FAC will distribute these three documents to the library faculty members:

- letter of nomination

- curriculum vitae
- statement of philosophy of librarianship

Evidence may be demonstrated by, but not limited to:

- evidence of innovative contributions to UCF or the library field
- evidence of extra effort to improve library services, collections, etc.
- evidence of a sustained period of excellence in the library profession

Supporting Documentation

Once the final candidate is selected by faculty vote, the nominator, assisted by the candidate and other colleagues, will compile the following supporting documentation as prescribed by the university. **Only materials organized in a one-inch, loose-leaf binder and organized using tabs for the important sections will be accepted.** Applications with attachments in excess of the one-inch binder will not be considered. The appropriate tab titles are **bolded** in the section below.

1. **letter** of nomination
2. curriculum **vitae** (including relevant publications, presentations, and receipt of awards)
3. statement of **philosophy** of librarianship
4. letters or other documentation in **support** of the candidate which should include, for example:
 - evidence of innovative contributions to UCF or the library field
 - evidence of extra effort to improve library services, collections, etc.
 - evidence of a sustained period of excellence in the library profession
5. additional letters in support of the candidate

Evaluation and Award Process

Nominations should be submitted to the library's Faculty Affairs Committee (FAC) by **Wednesday, January 11, 2017**. To determine the recipient, FAC will conduct an election by secret ballot in accordance with the procedures given in the *Excellence in Librarian Award – Guidelines* section of the FAC Manual. FAC will send the results of the vote along with supporting documentation by **Wednesday, February 1, 2017** to Mr. Barry Baker, Director of Libraries who will forward the name and file to the vice provost for information technologies and resources, Dr. Joel Hartman, MH 338. Dr. Hartman will, in turn, forward the name of the awardee and file to the Office of Faculty Excellence. This award will be presented at the Founders' Day Honors Convocation in April 2017.

Once the selection process is complete, the committee will forward the notebooks to the director's office to be returned to the nominees.