



# Office of Faculty Excellence

UNIVERSITY OF CENTRAL FLORIDA

## Awards for Excellence in Professional Service

Applications due to college deans: **January 11, 2017**

Selections due from the committees to the Faculty Senate: 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](mailto:facultyexcellence@ucf.edu) no later than **February 17, 2017**

### Program Overview

UCF sponsors the University Excellence in Professional Service Awards to honor faculty members who demonstrate a record of excellence in service to the University of Central Florida and professional service. Two (2) university awards are available. Each academic college may nominate up to two candidates for these awards.

### Funding

The amount of each of the two (2) professional service awards is \$2,000. This program is funded by the Division of Academic Affairs. Award amounts are treated as income and are subject to normal withholding tax.

### Faculty Eligibility

- must be nominated by a faculty member, department chair, a colleague, or be self-nominated
- must have a full-time assignment and hold the rank of instructor, lecturer, assistant professor, associate professor, or professor
- must have served as a full-time UCF faculty member for at least two consecutive years prior to the current year (academic years 2014-15 and 2015-16)
- must not have received a UCF professional service award in the past three years (academic years 2013-14, 2014-15, and 2015-16)
- must have been assigned professional service duties during 2015-16

## Application and Supporting Documentation

Each nominee must submit a portfolio including evidence of accomplishment, recognition, and level of service provided. Nominees should undertake primary responsibility for preparing documentation to support their nomination. **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. Tabs should include:

- nominating letter
- curriculum vitae
- service to university
- professional service
- service to civic organizations
- public service
- miscellaneous supporting documents

The awards committees will take the following criteria and supporting data into account when making their determinations. The criteria and supporting materials that should be provided to form a basis for evaluation are listed in priority order:

- **Primary Criteria (50 percent weight):** Evidence of effectiveness in service to the university, highlighting leadership contributions (For example, evidence showing that the nominee worked diligently and effectively on university, Faculty Senate, college, or department committees).
- **Secondary Criteria (30 percent weight):** Evidence of significant accomplishment in professional organizations (regional, national, or international) in the nominee's discipline.
- **Tertiary Criteria (20 percent weight):** Evidence of recognition for outreach activity, outstanding service and leadership contributions to community organizations (for example, Pre-K - 12 schools and civic and non-profit organizations).

## Evaluation and Award Process

The dean of each college will charge a faculty committee to evaluate the documentation and nominate candidates for the two available University Excellence in Professional Service Awards. If, in the judgment of the committee, no nomination is merited, none need be made. Nominations and supporting documentation for these awards must reach the college committee by **Wednesday, January 11, 2017**. (Faculty members who are under consideration may not serve on the selection committee in any capacity.)

The college committee will complete their reviews and make their selections by **Wednesday, February 1, 2017**. All nominees will be notified of their selection status and a list of the awardees and their files will immediately be forwarded to Dr. Keith Koons, Chair of the Faculty Senate, in Philips Hall, Room 207. A committee designated by the Faculty Senate will select two individuals from among these candidates to receive the University

Excellence in Professional Service Awards. The Division of Academic Affairs will notify nominees of their selection status. All awards will be presented at the Founders' Day Honors Convocation in April 2017.

**Once the selection process is complete, the college and university committees will return the notebooks to the appropriate dean's or director's division to be returned to faculty members.**