



**Excellence in Librarianship Award
In-Unit Faculty**

Schedule

Applications due to Library Faculty Affairs Committee	January 7, 2019
Faculty Affairs Committee submits its selection for the Excellence in Librarianship Award to the Director of Libraries	January 29, 2019 - 5:00 p.m.
The Vice President for Information Technologies and Resources must email the name of the selected awardee, including an introduction and description of accomplishments (50 word max) , to Faculty Excellence at facultyexcellence@ucf.edu	February 14, 2019

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 recipient of the Excellence in Librarianship Award shall receive a one-time payment of \$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.

Faculty Eligibility

Each candidate:

- Must be a full-time employee with at least three years of continuous non-visiting, non-OPS service at UCF immediately prior to the current year.
- Must have served at UCF as a librarian on a permanent line for the current year and at least the three years immediately preceding the current year.
- Must not have received an Excellence in Librarianship award in the past three years.

Criteria

The criteria for evaluating applicants' files shall include two major categories:

1. Evidence of extra effort to improve library services and collections;
2. Evidence of a sustained period of excellence in the library profession.

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

To determine the recipient, the Faculty Affairs Committee will conduct an election by secret ballot in accordance with the procedures in the *Excellence in Librarian Award – Guidelines* section of the FAC Manual. The FAC will send the results of the vote, along with supporting documentation, to Mr. Barry Baker, Director of Libraries, who will forward the name and file to the Vice President for Information Technologies and Resources, Dr. Joel Hartman, MH 338. Dr. Hartman will, in turn, forward the name of the awardee to Faculty Excellence.

The award will be presented at the Founders' Day Honors Convocation in April 2019.

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