



**Excellence in Professional Service Award
In-Unit Faculty**

Schedule

Applications due to college deans	January 7, 2019
College committees submit their selections for the Professional Service Award to the Faculty Senate.	January 29, 2019 - 5:00 p.m.
University committee must e-mail its selections, including an introduction and description of accomplishments for the selected awardees (50 word max) , to Faculty Excellence at facultyexcellence@ucf.edu	February 14, 2019

Program Overview

UCF sponsors the 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

Each of the two (2) recipients of the Excellence in Professional Service Awards shall receive a one-time payment of \$2,000. 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 be assigned an FTE of 0.10 for professional service duties over the current year and for each of the three preceding academic years.
- Must not have received an Excellence in Professional Service award in the past three years.

Criteria

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

1. Evidence of effectiveness in service to the university by highlighting leadership contributions;
2. Evidence of significant accomplishment in professional organizations in the nominee's discipline;
3. Evidence of recognition for outreach activities, service, and leadership contributions to community organizations.

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

Note: Work defined service expected of a nominee's position should be clearly separated within each tab.

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 Excellence in Professional Service Awards. If, in the judgment of the committee, no nomination is merited, none need be made. (Faculty members who are under consideration may not serve on the selection committee in any capacity.)

All nominees will be notified of their selection status and a list of the awardees and their files will immediately be forwarded to Dr. William Self, Chair of the Faculty Senate, Phillips Hall, Room 207. A committee designated by the Faculty Senate will select two individuals from among these candidates to receive the Excellence in Professional Service Awards.

All awards will be presented at the Founders' Day Honors Convocation in April 2019.

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