Excellence in Professional Service Award
In-Unit Employees

Schedule

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Applications due to college deans</td>
<td>January 6, 2020</td>
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<tr>
<td>Colleges to send applicants’ names to Faculty Excellence to confirm eligibility</td>
<td>January 7, 2020</td>
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<tr>
<td>College committees submit their selections for the Excellence in Professional Service award to the Faculty Senate</td>
<td>January 24, 2020 - 5:00 p.m.</td>
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<tr>
<td>University committee shall e-mail the name of the selected awardee, including an introduction and description of accomplishments (50 words max), to Faculty Excellence at <a href="mailto:facultyexcellence@ucf.edu">facultyexcellence@ucf.edu</a></td>
<td>February 13, 2020</td>
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Program Overview

UCF sponsors the Excellence in Professional Service award to honor faculty members who demonstrate a record of excellence in service to the University of Central Florida and professional service. One (1) award for Excellence in Professional Service is available. Each college may nominate up to two (2) candidates for this award.

Funding

The recipient of the Excellence in Professional Service award shall receive a one-time payment of $2,000. Award amounts are treated as income and are subject to normal withholding tax.

Eligibility

Each candidate:

- Must be a full-time employee in the appropriate discipline 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 academic 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. Only materials organized in a one-inch, loose-leaf binder and organized using tabs for the major sections will be accepted. Applications with attachments in excess of the one-inch binder will not be considered. Tabs should include:

- Table of contents
- 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 two (2) candidates for the Excellence in Professional Service award. Note: faculty members who are under consideration may not serve on the selection committee in any
capacity. If, in the judgment of the committee, no nomination is merited, none need be made.

All applicants will be notified of their selection status and a list of the candidates and their files will immediately be forwarded to Dr. William Self, Chair of the Faculty Senate, Howard Phillips Hall, Room 207. A committee designated by the Faculty Senate will select one individual from among these college candidates to receive the Excellence in Professional Service award.

The university committee will forward the name of the awardee, application, and an introduction and description of their accomplishments (50 words max), to Faculty Excellence at facultyexcellence@ucf.edu.

All awards will be presented at the Founders' Day Honors Convocation in April 2020.

Once the selection process is complete, the applications will be returned to the appropriate college deans, where they will hold the applications for 30 days and then be distributed to the employees.