

President's Council University Service Award 2019-2020 Eligibility and Selection Criteria

The President's Council University Service Award was established to recognize annually a full-time, tenured/tenure-track faculty member for a record of outstanding *university* service at the University of North Texas over at least a five-year period. The recipient of the \$3,000 award will be recognized at the "Salute to Faculty Excellence Dinner and Ceremony" on April 23, 2020.

Eligibility:

All full-time, tenured/tenure-track faculty members are eligible, but previous recipients of the award are not eligible for nomination for five years following the receipt of the award. **Administrators are not eligible for this award.**

Faculty may be nominated by the Personnel Affairs Committee (PAC) of a department, division, school or college or by any ad-hoc committee of three or more tenured/tenure-track faculty members (*individuals may not make nominations other than by these methods*).

Selection Criteria:

The selection is based on submitted evidence documenting outstanding university service over at least a five-year period of time while at UNT. The Faculty Awards Committee is free to solicit additional input regarding the service record of any nominee.

Completed application packet should include:

1. An application form signed by the award nominee and his/her chair and dean.
2. A current curriculum vitae that highlights service awards (received and/or nominated for).
3. A list of service activities, formal and informal, providing clear evidence that the nominee has made outstanding contributions to the university through committee work, leadership and/or other university activities beyond teaching and scholarly or creative activities.
4. A one-page statement of the nominee's service philosophy and perceptions of his/her service activities.
5. Three letters of recommendation, including one from the nominee's Personnel Affairs Committee (PAC) or any ad-hoc nominating committee of three or more tenured/tenure-track faculty members, and two more from peer faculty members or service participating colleagues. A letter from the department chair or dean is optional, but should be counted as part of the three letters. **The nominee is responsible for requesting these letters of recommendation and providing them in the single pdf application packet.**

Selection Process:

The Faculty Awards Committee annually reviews nominations and selects a single service award recipient by rating each nominee on a 1 - 5 scale (with 1 being the highest and 5 being the lowest), which provides consistency in the evaluation and comparison of applicants. The award is given based on the mean of the committee members' scoring.

Use of Award Funds:

Award recipients may use the awarded funds at their discretion to enhance or develop service or scholarly activities.

Submission:

Completed nomination packets, including the fully completed application form and all supporting materials, must be sent in **one single PDF** in an email to the Faculty Senate Office at FacultySenateAwards@unt.edu by **5:00 pm on Friday, October 25, 2019**. Incomplete packets will not be considered.