

President's Council University Service Award 2019 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 25, 2019.

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.

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, January 18, 2019**. Incomplete packets will not be considered.