October 27, 2011

Excellence in Service Award Description

*"Service" is defined as contributions to Sam Houston State University, as well as professional and public services activities.*

The Excellence in Service Award provides recognition to a tenured/tenure track faculty member who has given exemplary service to Sam Houston State University and/or the community. The recipient of the Excellence in Service Award will receive $5,000 and a medal.

Award Criteria

There should be substantial evidence that a nominee's service activities have had a significant positive effect on Sam Houston State University and/or the community. There should be substantial evidence that the nominee's professional life has been characterized by a commitment to service activities as opposed to a one-time major involvement in such activity. In addition to evidence of a pattern of service over time, there should also be evidence of recent and/or current service contributions. Past recipients are ineligible for subsequent awards.

Guidelines

1. Service activities being reviewed should be those which occurred while the nominee was employed by Sam Houston State University in a tenured/tenure track position.
2. Service activities are not restricted to those directly within a nominee's field of professional expertise. They may be directed at improving the internal functioning of SHSU, enhancing SHSU’s image in the eyes of the community, or serving the nominee’s professional community, or serving society as a whole.
3. Service activities are not restricted to those for which no remuneration was accepted by the nominee. Both "paid" and "unpaid" service should be reviewed. Service should entail at least some semblance of "giving of one's self."
4. Documentation supporting the nominee’s service activities should:
	* provide sufficient evidence that the nominee did, in fact, engage in the service activity
	* provide sufficient testimony to establish the significance/worth and scope of the nominee's accomplishments
5. The Selection Committee may decline to make an award if no appropriate nominations are received.

Selection Committee Appointment

The President makes all appointments from University Faculty Senate nominations. Each college/library is to be represented on the committee. The chair of the committee will be chosen by the Committee on Committees during the nomination process and should be someone who has previously served as a committee member. Members serve three-year terms expiring at the end of the fiscal year, staggered in such a way as to insure continuity of the committee.

Committee Process

* The chair of the committee shall oversee the nomination process and the collection of all review materials from each of the nominees. The chair will provide access to these materials to each member of the committee.
* Timeline: 2nd Friday of February – Nominations due to the chair

1st Friday of April – Selection made and sent to Provost’s Office

* Depending on the number of nominations received, the committee may use a tiered approach to first assess the initial nominations by reviewing general nominating information in order to select a cadre of finalists for which more complete supporting documentation is requested.
* Once the committee identifies the finalists, the chair will communicate with each finalist as to the form and the type of documentation or other information that will be reviewed by the committee.
* All committee members should carefully review all materials and a quorum of committee members is needed to make the final award selection.
* Once the committee makes their determination (which could be that no nomination is moved forward) their decision is to be communicated to the office of the Provost for further consideration.
* The Chair will provide an Executive Summary regarding the committee process and decision to the Provost to ensure clarity regarding considerations and progression of the decision.