**College of Criminal Justice Faculty Excellence in Community Engagement Award**

**Nomination Process and Selection Criteria**

This award recognizes outstanding efforts in the area of community engagement by a faculty member in the College of Criminal Justice (COCJ). This document establishes the application guidelines and criteria for selection of the award recipient.

**1. Eligibility and the Number of Awards.** Only tenured tenure track faculty members or professors of practice with an appointment in the COCJ are eligible for nomination. One faculty member in COCJ may be selected for this award each year. The selection committee may also elect not to bestow the award in any given year, at the discretion of the selection committee. Individuals who have won the award previously are ineligible for the award during the five calendar years after they have received the award.1

**2. Nominations.** Letters of nominations will be accepted from tenured, tenure track faculty or professors of practice in COCJ, including administrators holding tenured, tenure track or professor of practice appointments in COCJ, or from COCJ staff members. Self-nominations will also be accepted. In the event that a member of the Awards Committee is nominated, that person shall recuse themself from the meeting during any discussions or deliberations concerning the nominees.

**3. The nature of the Community Engagement activity.** The nominee should demonstrate a record of extraordinary engagement with the community within the previous calendar year that is distinct from that nominee’s individual service activities. While service to the community is characterized by an individual’s own efforts to support the community through the use of their expertise in criminal justice/criminology, community engagement reflects that individual’s leadership efforts in “bringing the university out to the community,” or to “build a bridge between the university and community.” For instance, community engagement may take the form of a formal ACE course in which students become involved in the community. Alternatively, community engagement may take a number of other forms, such as a formal activity in which other members of the college (faculty, staff members, graduate students) are organized to provide community outreach (e.g., the nominee organizes a formal series of professional presentations at a local high school). This award represents significant involvement in community engagement activities within the previous calendar year by a member of the COCJ faculty. This record should exemplify impactful and meaningful engagement and outreach to the community that is above and beyond expected and normal duties of a faculty member, and the expectation that they provide *individual level service* to the community.

**4. Time span.** The time period of consideration for demonstration of excellence in community engagement encompasses the previous calendar year (FES time period) prior to the year in which the nomination is submitted.

**5. Elements of a nomination packet.** A nomination packet must contain 1) a letter of nomination from a member of the COCJ faculty or staff, outlining how this community engagement benefitted the COCJ, and/or 2) a letter of support from the community entity or entities involved in the community engagement project, providing evidence of the level of collaboration and the positive impact of this activity on the entity involved. Nominations may also contain additional supporting evidence including testimony of CJ individuals (e.g., students, faculty, etc.) that have participated in this experience (2-3 pages maximum).

**6. Nomination deadline and selection committee.** The selection of an awardee is administered by the Awards and Beto Chair Selection Committee. Nominations are due by the posted deadline in the Spring semester in which the award is to be presented.

**7. The award.** The award will be a plaque as well as a cash award provided by the College of Criminal Justice at the annual Honors Convocation.

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1. For example, if a faculty member won the award in 2016, they would not be eligible again until 2022.