**College of Criminal Justice Faculty Excellence in Service Award**

**Nomination Process and Selection Criteria**

This award recognizes outstanding service 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 service.** Nominees should demonstrate a record of extraordinary service to the College of Criminal Justice within the previous calendar year. Although the faculty are evaluated yearly for service to the college/department, university, and profession, this award represents significant service to the College of Criminal Justice and/or respective Department. This record should exemplify impactful and meaningful service to the college and/or department that is above and beyond expected of a faculty member.

**4. Time span.** The time period of consideration for demonstration of excellence in service 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, and 2) a copy of the nominee’s FES Service section from the previous calendar year. Nominations may also contain additional supporting evidence (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 and a cash award provided by the College of Criminal Justice at the annual Honors Convocation.

Revised and Approved 09/27/2022

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1. For example, if a faculty member won the award in 2022, they would not be eligible again until 2028.