



Sam Houston State University

A Member of The Texas State University System
Huntsville, TX 77341

February 20, 2014

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, or clinical 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.
- Chairs and deans are ineligible for this award while serving as administrators.

Guidelines

1. Service activities being reviewed should be those which occurred while the nominee was employed by Sam Houston State University in a faculty 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:



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- 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: 1st Friday of February – Nominations due to the chair
3rd Friday of March – Candidate portfolios due to the chair
2nd 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.
 - The current guidelines are included in this document, beginning with page 4. The award committee reserves the right to modify or replace these guidelines in future years.
- 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.



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- 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.
- Before disbanding at the end of the spring academic semester, the committee will elect a chair for the next year.



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Faculty Excellence in Service Award: Recommended Guidelines for Candidate Portfolios

Portfolios will be evaluated according to the following criteria:

- There should be substantial evidence that a nominee's service activities have had a **significant positive effect on the community/society, your profession/discipline, and/or the department, college, or university.**
- 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.**

Portfolios should conform to the following guidelines and format:

- A. Portfolios **must** be submitted **digitally** (in PDF or Microsoft Word format), no later than **5:00pm** on the third Friday in March.
 - a. Email your portfolio to the award committee chair.
 - b. Refer to pages 4-5 of this document if you need assistance creating PDF files.
- B. Portfolios **may** include a **cover letter** or “project summary” of no more than **one** page to introduce the candidate and the portfolio contents.
- C. Portfolios **must** include a **summary** of service activities (written as either a textual narrative or a bulleted outline, depending on your preference), totaling no more than **four** pages.
 - a. Include *only* those service activities which occurred during your career in a faculty position at Sam Houston State University.



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- b. The summary should be limited to activities which are classified as *service*; the committee will not consider teaching or research activities for this award.
 - c. *Service* may include both paid/remunerated and unpaid/unremunerated activities.
 - d. *Service* may encompass service to the community/society and to your profession / discipline, as well as to the department, college, and university.
 - e. Service activities do *not* have to relate directly to your professional discipline or area of expertise.
- D. Portfolios **may** include **documentation or artifacts** of service activities, totaling no more than **ten** pages, to be included after the primary narrative.
- a. Artifacts or documentation for every single individual service activity are not expected.
 - b. It is understood that not all service activities can be clearly and equally documented.
 - c. Letters of recommendation which support and document individual service activities **may** be included in this section as artifacts (*as opposed to more general letters praising the candidate's overall career dedication to service, which should be included in the next section of the portfolio; refer to section E*).
 - d. Artifacts should be **representative rather than comprehensive**. For example:
 - i. Select artifacts from your service activities of the *greatest significance and impact* rather than attempting to document every service activity equally.
 - ii. If you participated in the same annual event for ten years, artifacts representing the first and last years (for example only) would be sufficient; identical artifacts from all ten years would not be needed.



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- iii. If you have a 20-page program from an event (for example only), include only the relevant pages (for example, the name/description of the activity/event and documentation of your role), rather than including the entire program.
- e. Selected documentation and artifacts should serve to **substantiate your participation** in the service activity. For example:
 - i. Emphasize artifacts which credit you by name, not those which merely document that an event took place (without proving your role in that event).
 - f. Emphasize documentation and artifacts which **add value to your portfolio**.
 - g. If you have a particular artifact or item of **documentation which cannot easily be submitted in digital form but which you feel is essential** to substantiating your service career, please contact the award committee chair to discuss options for alternative submission of this artifact.
 - i. The committee reserves the right to decline non-digital submission of documentation that is judged too burdensome (for example, a single multi-volume set of binders containing every original artifact from a faculty member's career).
- E. Portfolios **may** include an additional section containing letters of recommendation from administrators, peers, or other affiliates, up to a maximum of **three** letters, to be included after the documentation/artifacts.
 - a. Please **have your references submit their letters to you** (in PDF or Microsoft Word) so that these may be included in your portfolio.
 - b. To provide more flexibility to each candidate, optionally, letters of recommendation which support and document individual service activities **may** be included in the previous section as documentation/artifacts, in which case this last selection of up to 3 letters could contain more general letters praising the candidate's overall career dedication to service.



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Portfolio Guidelines composed by Faculty Excellence in Service Award Committee

February 2014

Future iterations of the Faculty Excellence in Service Award Committee reserve the right to amend or discard any or all of these portfolio guidelines as they see fit for consideration of candidates in future award years.



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How to create a document in Microsoft Word and save it as a PDF:

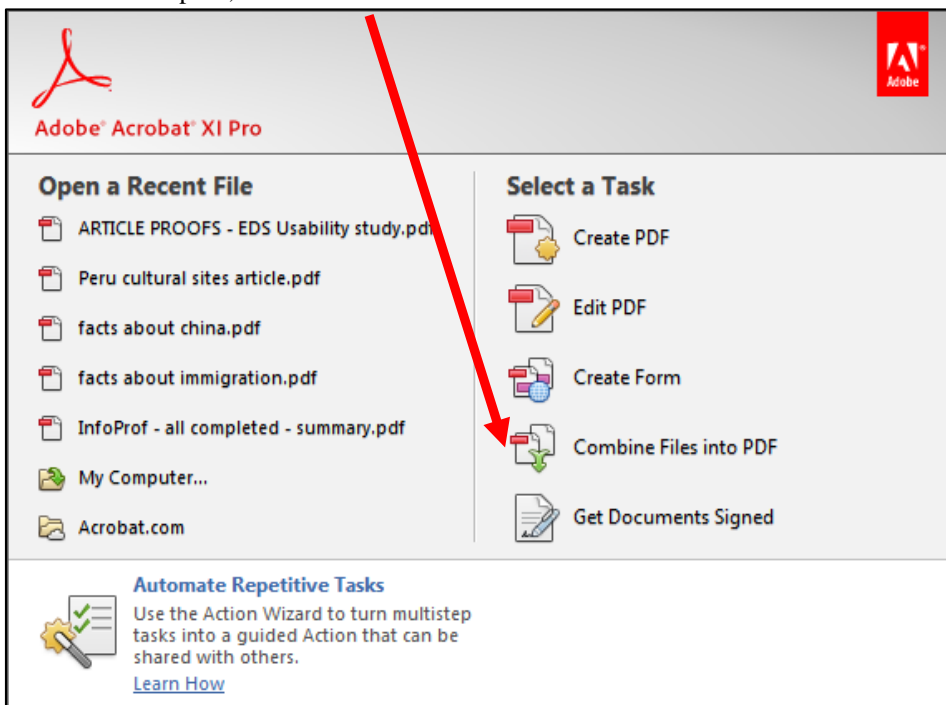
After creating or opening a Word document, click on the File menu and select “Save As Adobe PDF.” Enter a name and select a location for the new PDF version of the file to be saved.

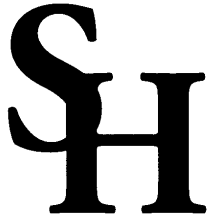
How to combine multiple PDF or Microsoft Office documents into a single PDF:

You may wish to combine your summary document, several scanned artifact images, and a PDF recommendation letter all into one document. Follow these simple steps to do so.

If you prefer to submit a set of documents (e.g., cover letter, summary, artifacts, and letters) in PDF or Microsoft Office format, please contact the committee chair, who may be able and willing to combine them into a single PDF for you after they are submitted.

1. Go to the Start Menu. Search for “Acrobat.” Click on Adobe Acrobat XI Pro in the search results.
2. When Acrobat opens, click “Combine Files into PDF” from the initial menu screen.

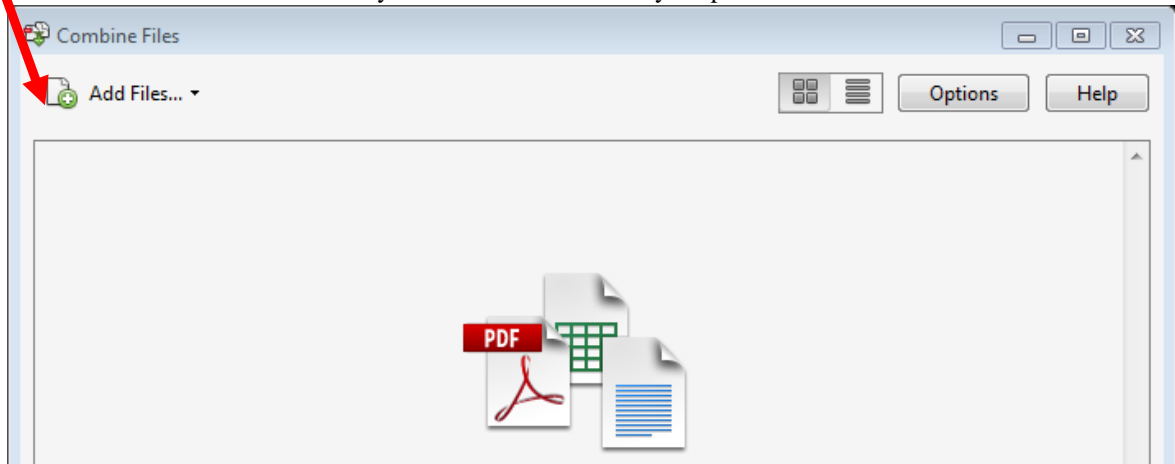




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3. Click “Add Files” at the upper left, select “Add files” from the list, and then locate and select each of the PDF or Microsoft Office files that you wish to combine into your portfolio.



4. After you are done adding all the files you would like to combine, click “Combine Files.” Acrobat will create one unified document. Save it with a new name and location so you can find it.

5. In the combined file, click the “Page Thumbnails” icon to view a list of pages. From here, you can drag and drop pages into a different order; delete pages; add additional pages/files by right-clicking and selecting “Insert Pages.”

