UMC Distinguished Service Award

Eligibility

1. Includes all full-time UMC faculty that have completed three or more years of service prior to nomination of the award.
2. Nominations will be accepted from UMC students, staff, faculty, and alumni.
3. Previous recipients are eligible after 5 years have passed from the last time the award was received.
4. Files of unsuccessful nominees will remain active for two additional years for later consideration.

Nomination Procedure

Nominations should include the following information, which can be uploaded to the appropriate Moodle site.

1. Letter of nomination (submitted by the nominator) summarizing the nominee’s qualifications as they relate to the Evaluation Criteria (see next section).
2. Vitae with:
   a. Departmental, collegiate, and university committee involvement
   b. Advising assignments
   c. Service commitments related to the nominee’s profession
   d. Community service
   e. Courses taught
   f. Publication record
3. A statement by the candidate in which they have an opportunity to describe their philosophy towards service and/or elaborate on some of their activities stated in their vitae.
4. Letters of support (2 minimum, 4 maximum) from individuals representing groups or organizations who are benefiting from the nominee’s service. The letters should address pertinent items listed under Evaluation Criteria. NOTE: Letters need to be solicited by an individual other than the nominee (e.g., nominator).

Evaluation Criteria

Selection of the award recipient will be based on the documents that support each nomination. The following items will be considered:

1. Service to UMC students
   a. Academic Advising
   b. Student club and/or organization advising
   c. Mentorship in research or other scholarly activity
d. Facilitating service-learning opportunities

2. Service to the department, campus, and University
   a. Departmental, campus-level, or university-wide committee membership, including position(s) (e.g., member, chair)
   b. Involvement in department, campus, or University event programming

3. Service to the profession
   a. Service in professional organizations or clubs
   b. Involvement in planning, organizing, or participating in professional meetings. This does not include presenting original scholarly material at conferences.
   c. Involvement in reviewing or editing professional publications, books, textbooks, etc.

4. Service to the community
   a. Involvement in local, regional, state, national, or international entities not related to the candidate’s profession

EVALUATION PROCEDURE AND IMPORTANT DATES
Review of all nominations and selection of the Distinguished Service Award recipient is the responsibility of the Faculty Awards Committee.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>January 22, 2016</td>
<td>Committee begins seeking nominations</td>
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<tr>
<td>February 26, 2016</td>
<td>Nominations cease</td>
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<tr>
<td>March 25, 2016</td>
<td>Completed nomination materials due to committee chair</td>
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<tr>
<td>April 15, 2016</td>
<td>Committee chair sends recipient’s name to the Academic Affairs Office</td>
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<tr>
<td>May 10, 2016</td>
<td>UMC Faculty/Staff Day - Recognition of recipient with presentation of plaque and cash award</td>
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Questions should be directed to Courtney Bergman, the 2015-2016 Faculty Awards Committee Chair, at: cbergman@umn.edu.