

Guidelines for the University of Louisville Distinguished Service Awards

The Distinguished Service Awards recognize the excellent service of the University of Louisville faculty and the significant impact that service has on the University and beyond. The awards are given annually to faculty who have made exceptional service contributions to the following five categories:

- I. Service to U of L
- II. Service to the profession
- III. Service to the community, the Commonwealth and/or the region
- IV. National/International Service
- V. Career of Service (must be a combination of the above)

Each academic unit has a designated Unit Committee that officially compiles and transmits the nominations to the University-wide Selection Committee. The University-wide Selection Committee, including at least one previous awardee from each unit and division, screens the nominations for the final selection. To avoid undue advocacy on the part of the units, it is strongly urged that the Unit Committee chairperson not be nominated for the University-wide Selection Committee.

Each academic unit must nominate one full-time nominee for each category. Each academic unit is responsible for designating under which of the five categories their nominee(s) fall. Any full-time University of Louisville faculty member may make nominations for the Distinguished Service Award to their unit's screening committee. Self-nomination for these awards is not permitted. **Nominations to the Unit Committee are due Friday, March 15, 2019.**

With the exception of the Career of Service Award, each award must focus on service performed within the five-year period immediately preceding the receipt of the Award. All service must have been performed while the individual was a full-time faculty member at the University of Louisville. Due to the nature of the Career of Service Award, the University-wide Selection Committee will forward a recommendation to the President, independent of the other four categories. Faculty in phased-retirement are eligible for these awards.

Each recipient will be awarded an academic medallion and a cash award of \$1,000. Awardees will be recognized in a ceremony on May 1, 2019.

Each unit committee may submit only one nominee for each of the categories (I, II, III, IV, V) to the Office of the President by Friday, March 29, 2019.

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No person may receive more than one award within a five-year period. After five years, the previous award winner may be re-nominated for work completed during the five years preceding the second nomination. Nominations of individuals who do not receive the award may be updated and resubmitted.

Definition

Service refers to work drawing upon the faculty's expertise and is an outgrowth of an academic discipline or the faculty's position at the University. Evaluation must be only of faculty service contributions **for which no compensation has been received.**

The following endeavors are generally **not considered to be Service**:

- Activities which are normally considered directly related to a faculty member's teaching role (including tutoring and/or advising).
- Activities which are normally considered to be under the category of research and/or creative activity.
- Activities normally required by a faculty member's administrative assignments (e.g., department chairs).

Preparing the Nomination

In order for the University-wide Selection Committee to evaluate each nomination fairly and objectively, it will be necessary for each unit to forward the following documentation for its nominee(s):

- A. The Unit Committee has the assignment of assembling the nominee's dossier. The Unit Committee must issue a cover letter explaining the reasons for the nomination. Delineation of the criteria used to declare the nominee outstanding is required.
- B. A current curriculum vitae (C.V.).
- C. No more than three letters of recommendation.

Nomination Materials

The outline that follows is an example of elements of an appropriate nomination:

- A. Cover Letter
- B. Current Curriculum Vitae (C.V.)
- C. Letters of Recommendation

NOTE: All nomination and supporting documentation for each nominee (excluding examples of original/scholarly work) must be compiled into **one PDF file**. The PDF file must be uploaded to the President's Office Website at <http://louisville.edu/president/special-programs-initiatives/distinguished-faculty-awards>. A sample PDF template will also be provided at the web address listed above. The nomination and supporting documentation will be held securely on the President's Office database. The University-wide Selection Committee urges Unit Committees to observe these stipulations. All additional materials will be put on reserve in the President's Office. If a bibliography of these items is provided, a copy will be distributed to the selection committee along with the additional nomination materials.