

## **Guidelines: Distinguished Faculty Awards in Service**

### **Purpose of the Award**

To honor Arts & Sciences faculty members' excellence in service and the significant impact it has on the University and beyond, four awards will be given, one in each of the following areas:

- I. Service to UofL
- II. Service to the profession
- III. Service to the community, the Commonwealth, or the region
- IV. Career Service (some combination of the above)

### **What Is Awarded**

\$400, a plaque, recognition at the College of Arts & Sciences' Celebration of Excellence in April, and nomination to the university-wide presidential distinguished faculty awards in this category.

### **How the Awards Are Adjudicated**

The Ad Hoc Committee on Awards selects finalists and forwards them to the Dean, who approves winners.

### **Eligibility**

Nominees must have been employed by the University of Louisville for the preceding five years. For categories I, II, and III, service must have been performed while the individual was a full-time faculty member at UofL. For category IV. Career Service, faculty in phased retirement are eligible.

No person may win more than one award within a five-year period. After five years, the previous award winner may be re-nominated for work done during the five years preceding the second nomination. Nominations of individuals who don't receive the award may be updated and resubmitted in a later year.

### **Definition of Service**

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 directly related to teaching, e.g., tutoring and advising
- Activities considered to be research or creative activity
- Activities required by administrative assignments, e.g., duties of department chairs

## **Preparing the Nomination**

Nominations require:

- 1) A persuasive rationale that describes any unique aspect of the nominee's unit, with a delineation of the criteria used to declare the nominee's service as outstanding.
- 2) Nominators must designate which category (I., II, III, or IV) applies.
- 3) An updated C.V. listing articles, books, materials, or other documentation
- 4) Nominators must obtain the consent of their nominees.

Submit nomination packets to the webform on the Awards website

(<https://louisville.edu/artsandsciences/faculty-staff/awards-recognition/awards/nominations>)

Deadlines vary from year to year and are listed on the website at:

(<https://louisville.edu/artsandsciences/faculty-staff/awards-recognition/awards/nominations>)

### **Additional Materials for Finalists; University-wide Presidential Awards**

From the pool of nominations received, the Committee will compile a short list of finalists. For those finalists, the committee will solicit further information to comply with the requirements of the university-wide presidential awards, including:

- A letter of support from the department chair
- Additional letters of support, if warranted (no more than two additional)
- Brief testimonials from recipients of the nominee's service

Winners become the A&S nominees for the university-wide presidential distinguished faculty awards in this category.