

# Distinguished Faculty Award Guidelines and Criteria

## Service

### About the award

To celebrate the outstanding service of our faculty, the University of Louisville proudly recognizes those whose contributions have significantly impacted both the university and the wider community. The Distinguished Faculty Awards for Service are presented annually to honor faculty members who have demonstrated exceptional dedication and service in the following five categories:

1. Service to U of L
2. Service to the profession
3. Service to the community, the Commonwealth and/or the region
4. National/International Service
5. Career of Service (must be a combination of the above)

### Unit Committee and Selection Committee

Each academic unit has a designated unit committee responsible for compiling and submitting nominations to the university-wide selection committee. Self-nominations are not allowed. Any full-time University of Louisville faculty member may nominate an individual with the consent of the nominee to the unit committee. This university-wide selection committee, which includes at least one previous awardee from each unit and division, reviews the nominations to make the final selections.

To prevent any potential bias, it is strongly recommended that the chairperson of the Unit Committee not be nominated for the University-wide Selection Committee.

Nominators or the unit committees must specify the category (1-5) for which the nominees shall be considered. Nominations to the unit committee must be submitted by January 31.

### Nominee Criteria

To be eligible, nominees must

- be full-time faculty. Those who are or have been on sabbatical or other leaves are eligible. Faculty in phased retirement are eligible.
- have been employed by the University of Louisville for five years prior to the current year.
- demonstrate excellence in service within the past five years (refer to the service definition below for this award).
- not have received this or any other distinguished faculty award in the past five years.
- *Career of Service only*: Nominees must also have an academic career of 15 years or more.

## Resubmission Guidelines

Nominations for individuals who did not receive the award can be revised and resubmitted in subsequent years. Previous award winners can be re-nominated after five years for work completed during the preceding five years. The exception is the career of service award, which can only be received once during an individual's career, therefore past recipients are not eligible for resubmission.

## Service Definition

For this award, 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).

## Nomination Criteria and Materials

Each academic unit may nominate one full-time nominee for each category. While the unit committee may establish its own guidelines, it must ensure that the nominee criteria are met, and the following materials are included. The unit committee is responsible for compiling the nominee's dossier.

**Cover/Nomination Letter:** The cover letter should clearly articulate the reasons for the nomination, detailing the specific achievements and contributions that make the nominee outstanding. It should also outline the criteria used to evaluate the nominee's excellence.

**Letters of Support:** A maximum of three letters of support (excluding the cover letter) should be included. These letters should evaluate the quality and impact of the nominee's work throughout their career and can come from either internal or external sources.

**Additional Nomination Materials:** The nomination must include a current curriculum vitae (C.V.).

**Nomination Template:** Please include the required materials in the following order, combined as one PDF document.

- cover/nomination letter
- current curriculum vitae (C.V.)
- letters of support (up to three)

## Selection Criteria

The recipients of the awards should be selected based on exceptional service in any of the five categories available in the last five years at the University of Louisville. It is anticipated that in some years an award will be made in each category. In other years the University-wide Selection Committee may not recommend individuals for an award in each category if the criteria are not met.

## Recipients Receive

- A cash award of \$1,000
- An engraved academic medallion
- Recognition in UofL Today
- A highlight on the Employee Success Center website
- Recognition at the Annual Presidential Excellence Awards Reception