**UNIVERSITY EXCELLENCE IN *SERVICE AWARD***

**Purpose:**

The *University Excellence in Service Award* recognizes exemplary service by UNBC Faculty Members to the University, to the community, and to their professions.

**Definition:**

Service by Members is an essential component of the University’s commitment to students, the community and professional associations, and should be recognized and celebrated.

Service can take many forms, and for the purposes of this award will be broadly defined in two categories:

**Service to the University** includes, but is not limited to, aspects of university governance, and academic citizenship. Service may include, but is not limited to participation on university committees, including service with the Faculty Association, at all levels.

**Academic and Professional Service** is service to the community beyond the walls of the University, and includes both academic and professional organizations.

**Criteria for the Award:**

To be eligible to be nominated to receive an award, nominees must:

1. be outstanding in one of the two categories of service defined above (there may be situations where the outstanding service crosses these boundaries.);
2. demonstrate clear evidence of outstanding achievement in any one of the two categories of service to the University or academic and professional service including:
	1. impact; and
	2. achievements outside of the scope of normal expectations of duties and responsibilities

**Nomination Process***:*

To nominate an eligible Member for an award, a complete nomination package must be prepared by the nominator in consultation with the nominee as appropriate, and received by the Chair of the Committee by the published deadline. Each nomination package must include:

1. A letter of nomination (maximum of two pages) signed by the nominator and including a minimum of two additional signatures of other supporters, and the rationale for why the nominee is worthy of this award.

The nomination package is to be submitted to the Dean of CASHS, 1st Floor, Charles McCaffray Hall.

Upon receipt of the nomination packages, the Chair of the Committee will contact nominees to congratulate them on being nominated for an award and confirm with each nominee that he/she accepts the nomination. If the nominee accepts the nomination, the nominee will provide to the Chair of the Committee:

1. a cover letter (maximum of two pages) outlining outstanding service with reference to the criteria; and
2. a standardized UNBC CV.

Recipients may be invited to serve on the adjudicating committee in the following year along with award recipient volunteers from the preceding year of the current competition.

Recipients of the Service Award are not eligible to be nominated again for a three year period after receiving the award.

***Award Committee:***

The Excellence in Service Award Committee consists of the following individuals:

1. the Dean of CASHS who shall chair the committee on a rotational basis;
2. five Tenured or Tenure-track Faculty, Continuing or Probationary SLIs, or Regular Term Members, all of whom shall either be previous years’ recipients or whom shall be elected representatives (maximum of three from each College);
3. one Continuing or Probationary Librarian Member elected from the Librarian Members.