

## **Title: CHSS OUTSTANDING PROFESSIONAL SERVICE AWARD**

**Purpose:** The Outstanding Professional Service Award is designed to encourage, reward, and publicly acknowledge sustained excellent contributions in professional service by members of the College's faculty. The award recognizes: 1) exceptional professional service within the university through departmental, college, and institutional service or leadership; 2) a record of substantial external service at the state, regional, or national levels; or 3) a combination of university and external service.

**Eligibility:** The nomination pool for this award will be comprised of the faculty members who were chosen that year for their department-level Outstanding Professional Service Award. Self-nominations and/or peer nominations are encouraged at the department level. Only one nominee per department is permitted for consideration for the college-level award in a given year. Any full-time permanent faculty member with a minimum of two consecutive years of service at KSU is eligible to apply for this award at the department level. The award recipient must be under contract at KSU when the award is presented. College award winners are eligible to reapply once every five years.

**Recognition:** A plaque and a one-course workload adjustment to be taken the following fall or spring as determined by the awardee in conversation with her/his department chair(s).

**Number and Frequency of Awards:** One award may be presented annually. However, if there is a lack of outstanding candidates, an award may not be granted.

**Award Criteria:** The candidate must demonstrate a significant contribution to the academic community through their professional service activities. There should be substantial evidence that a nominee's service activities have had a noteworthy positive effect at the college, university community, regional, or national level. Service must extend over multiple years. The Faculty Awards Committee will look for originality, creativity, productivity, and for evidence of outstanding professional service. Factors to be considered will also include the impact and significance of the services provided.

The following are non-ranked examples of accomplishments that may be included as evidence:

- Providing the benefits of their expertise to community organizations;
- Making public professional appearances or performances;
- Consulting with governmental agencies, business industries, educational systems, community service or arts organizations;
- Serving on College and University committees and councils;
- Participating in the recruitment and professional placement of students;
- Serving as an officer or committee member in organizations related to the area of professional expertise;
- Campus service at the department, college or university level;
- Contributions at the local community level or the regional, state, national or international levels;
- Discipline or disciplinary professional organizations and societies;
- Leadership in local or system-wide faculty governance.

**Application Procedures:**

- A Cover page that includes the nominee's name, rank, department(s), and the award for which the materials are forwarded;
- A 3-5 page summary statement by the nominee (1 inch margins; 12-point Times New Roman font) highlighting her/his strengths and accomplishments in relation to the award criteria;
- A current curriculum vita;
- A maximum of three letters in support of the nomination;
- All materials must be compiled into a single pdf document. The title of the document should be in the following format: "CHSS Professional Service Award\_LastNameFirstInitial\_Department." The document should be sent to the chair of the candidate's Department Awards Committee.
- Given that nominations may be reviewed electronically, candidates should ensure that their nomination document does not contain non-public proprietary or confidential information (e.g., home address; social security number), as specified by KSU's Data Security Policy ([https://policy.kennesaw.edu/sites/web.kennesaw.edu.policy/files/datasecuritypolicy\\_11212016.pdf](https://policy.kennesaw.edu/sites/web.kennesaw.edu.policy/files/datasecuritypolicy_11212016.pdf))

**Application Deadlines:** Candidates' nominations are due to their Department Awards Committee by February 1<sup>st</sup> at 5:00pm.

**Evaluation Procedure:** The CHSS Faculty Awards Committee will evaluate applications for this award.