

## **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. Only one nominee per department is permitted 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. College award winners are eligible to reapply once every five years. The award recipient must be under contract at KSU when the award is presented.

**Recognition:** A plaque and a one-course workload adjustment to be taken the following fall or spring as determined by 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 highlighting her/his strengths and accomplishments over the last two to five years at KSU in relation to the award criteria, including documentation showing the recognition the nominee's professional service has received (summary should be double-spaced, use 12-point Times New Roman font, and have one inch margins);
- A current curriculum vita;
- A maximum of three letters in support of the nomination;
- All materials must be compiled into a single pdf document and sent via email to awards\_chss@kennesaw.edu with the subject "CHSS Professional Service Award."

**Application Deadline:** February 15, 2017 at 5:00 pm

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