

SPENCER FACULTY SERVICE AWARD
GUIDELINES FOR ADMINISTRATION OF THE PROGRAM AT UIS

Who can be nominated?

All tenured or tenure track faculty members holding full-time faculty tenured and tenure-track appointments are eligible to be nominated. (Full-time administrators holding faculty rank are not eligible.) A nominee's file will remain active for three years unless the nominee is selected for the award.

Who can make nominations?

All faculty members and administrators holding faculty rank may make nominations. There is no limit as to the number of nominees from any department/program or college. No self-nominations are allowed.

Nomination Guidelines

1. Nomination materials must include an up-to-date copy of the nominee's curriculum vitae and bibliography, and most importantly, a detailed statement of the justification of the award from the nominator based in significant measure on materials in the nominee's personnel file and other materials provided by the nominator. Criteria for excellence in service are found in the campus personnel policies. The nominator must make the case for a cumulative record of excellence in service as defined above.
2. Nominators must obtain written permission from the nominee to review his or her personnel file to assist in preparing the nomination. **This permission extends to all those reviewing the nomination as part of this process.**
3. No letters of appreciation or recommendation should be included.

Review Panel

The campus Sabbatical and Awards Committee shall serve as the review panel for the Spencer Faculty Service Award.

Processing Guidelines

1. All nominations must be received by the Provost/VCAA, PAC 525, by **Friday, February 6, 2009.**
2. The Review Panel shall make its recommendations to the Chancellor by **Monday, March 2, 2009.**
3. The Chancellor shall subsequently notify the recipient of this award of his decision. Funds will be available for fiscal year 2010, beginning July 1, 2009.
4. The Provost/VCAA shall notify nominees not selected for this award.
5. Nomination materials shall be placed in the appropriate faculty member's personnel file following conclusion of the selection process.

SPENCER FACULTY SERVICE AWARD

Robert C. Spencer, the founding President of Sangamon State University, established the expectation that public service and service to the academic community would be highly valued by the faculty at SSU. He emphasized that education for good citizenship was integral to a liberal arts education, and challenged this new campus and its faculty to make a difference in society. Likewise, he sought to foster a highly participatory campus, which would model the virtues of democratic community with faculty members contributing actively to its development. In significant measure, he succeeded on both fronts. This award recognizes a cumulative record of significant accomplishment in service on the part of a faculty member on this campus.

Each year, one Spencer Faculty Service Award of \$5,000 is made to a faculty member for developmental purposes (i.e., professional travel, equipment, a summer assignment, etc.). Nominees for this award will be assessed by the Sabbatical and Awards Committee with the expectation that the individual selected would exemplify that model “professor-citizen” envisioned by Robert Spencer. In keeping with the spirit of this award, those under consideration must be nominated by others.