

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 5, 2010.**
2. The Review Panel shall make its recommendations to the Chancellor by **Tuesday, March 2, 2010.**
3. The Chancellor shall subsequently notify the recipient of this award of his decision. Funds will be available for fiscal year 2011, beginning July 1, 2010.
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.