



## **CSM Outstanding Professional Service Award**

The College of Science and Mathematics' Outstanding Professional Service Award recognizes exceptional professional service within the university through departmental, college, and/or institutional service or leadership; a record of substantial external service at the state, regional, or national level; state leadership positions; or a combination of university and external service.

### **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 significant positive effect at the Department, College and/or University and the community, regional, or national levels.

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 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;
- Local community or contributions at the regional, state, national or international levels;
- Discipline or disciplinary professional organizations and societies;
- Leadership in local or system-wide faculty governance.

### **Eligibility**

Any full-time teaching faculty, lecturer/senior lecturer, non-tenure track professorial ranked faculty, or clinical faculty with an earned masters or terminal degree (or equivalent) within the College of Science and Mathematics having completed a minimum of 2 years of service at KSU within CSM. Administrators with faculty rank (Department Chairs, Assistant and Associate Deans, Dean) are ineligible for these



faculty awards while holding an administrative position. Assistant department chairs, program directors and coordinators are eligible for this award.

Award winners are eligible to be nominated once every 5 years within this category. The award recipient must be under contract at KSU when the award is presented.

**Note:** For the College's Professional Service Award recipient to be considered for the University's Professional Service Award, the award recipient must meet all the eligibility requirements set by the University including a minimum of 5 years of service at KSU with a total of 10 years of higher education experience. Also, Service must extend over multiple years. In the case where the College's award recipient does not meet the conditions of time at KSU and in higher education, the College Awards Committee may choose to nominate an alternate from among the pool of award nominees whose accomplishments are also meritorious and meet all of the University's eligibility criteria.

### **Nomination Procedures**

Nominees are submitted through their Department Awards Committee or the Department Chair in the absence of an Awards Committee. Each Department can submit up to two nominees.

### **Nominations packets should include:**

- A completed Cover Sheet (see below);
- A 3-5 page summary statement by the nominee highlighting their professional service in relation to the award criteria with documentation showing recognition received for the nominee's professional service and demonstration of the quality and significance of the nominee's efforts as related to the expectations stated in their job description or faculty performance agreement. The summary must be created using 12 point Times New Roman font with one inch margins.
- A current *curriculum vitae*;
- Up to 5 documented exemplars of professional service rendered such as those listed above;
- Exemplars of service from two consecutive years;
- A support letter from the nominee's academic home chair; jointly appointed faculty may submit a joint letter from both chairs or two separate letters;
- A maximum of three external letters in support of the nomination, in addition to the chair's letter;
- All materials must be compiled into a single pdf document.



**Outstanding Professional Service Award  
COVER SHEET**

Name of Faculty Nominee: \_\_\_\_\_

Nominee's Department: \_\_\_\_\_

Nominee's Department Chair: \_\_\_\_\_

Department Award Committee Chair: \_\_\_\_\_

Signature of Submitting Representative: \_\_\_\_\_