

FGCU Individual Faculty Service Excellence Award

Individual Faculty Service Excellence Award

FGCU presents one individual faculty service excellence award on an annual basis.

- | **Senior Faculty Service Excellence Award: Current in-unit** faculty (as defined in the Collective Bargaining Agreement) with at least one Fall and one Spring term of teaching experience at FGCU with the rank of associate or full professor, instructor II or III, or an equivalent rank, are eligible for this award.
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- | **Junior Faculty Service Excellence Award: Current in-unit** faculty (as defined in the Collective Bargaining Agreement) with at least one Fall and one Spring term of teaching experience at FGCU with the rank of lecturer, instructor I, assistant professor, or an equivalent rank, are eligible for this award.

Award

- | Each award recipient receives a cash award.
- | Each award recipient receives a reserved parking space for the upcoming academic year.
- | Each recipient receives a medallion on a white ribbon signifying service excellence. The Medallion may be worn at commencement and other academic events.
- | Each award recipient receives a service excellence plaque.
- | Award recipients' names are engraved on a general Service Excellence Award plaque that is placed in the Provost's office. This plaque includes the names of all prior award recipients.

Nomination Process

Individual Faculty Service Excellence Award criteria are announced by the Provost's office at the beginning of the academic year. The Provost's office issues an official call for nominations by the end of ~~November~~ September. ~~All nominations shall be and a final notification by the first Friday in January.~~ ~~Nominations are~~ submitted to the Provost's office by the ~~first Monday in February~~ third Friday in November. Nominations must come from individuals with direct knowledge of the nominee's qualifications in service. ~~No self-nominations are accepted.~~ Previous individual service award winners are not eligible to receive an individual service award for a period of five years.

The one-page nomination letter must include:

- | How the nominator knows the nominee (relationship between the nominator and nominee).
- | How long the nominator has known the nominee.
- | How the nominee meets the award criteria.

Documentation

Candidates for the individual faculty service excellence award prepare a service portfolio. Service portfolios are submitted to the Provost's office by ~~March 14th, 5:00pm~~ 9:00 a.m. on the first Monday in February, ~~or by the following Monday, if March 14 falls on a weekend.~~ All portfolio materials must be submitted in a uniform 1-inch notebook. All documentation needs to be single spaced for consistency. Portfolio materials should be labeled and organized as follows:

- | † Table of contents
- | † Letter of nomination (copy provided by the Provost's office)
- | † A bulleted list of pertinent activities related to service over the course of the nominee's career, with contact information related to service activities (single spaced, 2 pages maximum)
- | † Reflection of professional growth & development over time in area of service (single spaced, 3 pages maximum). This reflection should address how the nominee's service activities have contributed to his/her maturation as a professional, not simply provide a sequence of activities.
- | † Description of key service activities over the course of the nominee's career (single spaced, 1 page maximum)
- | † Documentation of service activities
- | † Syllabus from service learning course (if taught)
- | † Current vitae
- | † Three letters of support. Two of these letters must be a peer evaluation of service that includes the details about the specific service activity observed and the date(s) of observation.

Candidates must also submit their portfolio including all the aforementioned materials in digital format. Materials should be scanned into a pdf file and submitted with the portfolio through the school's Learning Management System (e.g. Canvas). Candidates are asked to scan or combine all scanned materials into a single PDF and submit as such. Items that cannot be scanned into a file, e.g. books, videos, works of art etc. can be submitted in the traditional format and should be mentioned in the digital portfolio.

Selection Committee

The service excellence awards selection committee convenes in ~~January~~December. Once convened by the Provost's office, the committee will elect a chair from committee membership. The chair of the selection committee does not vote unless there is a tie. A nominee for any of the service excellence award categories is not eligible to serve on the service excellence awards selection committee.

Members of the selection committee include:

- | † Representative from the Provost's Office, non-voting
- | † One faculty member elected from each college and library
- | † One recipient of the individual faculty service excellence award
- | † One recipient of the team service excellence award

Faculty representatives are elected for two year terms, with representatives from the College of Arts & Sciences, Lutgert College of Business, and the College of Education elected in odd-numbered years, representatives from the other units in even-numbered years.

At the end of each award cycle, the award selection committee should review the nomination, documentation, and award selection process and, if appropriate, present recommendations in writing (with associated recommended revisions to guidelines) to the President of the Faculty Senate, the provost, and the chair of any Faculty Senate ad hoc committee charged with reviewing award processes.

Award Evaluation Criteria

The rubric for evaluation is on a 4-point scale ranging from 0-3, where 0 is not evident or NA, 1 is partially evident (marginal), 2 is evident (acceptable) and 3 is fully evident (exemplary). Evidence of the following criteria is evaluated:

- l Completion of one full academic year at FGCU in a faculty position
- l Demonstrates continuous growth in service over time, with representative amount of service occurring while serving as a faculty member at FGCU
- l Demonstrates a self-critical, reflective approach in evaluating his/her professional growth and development over time in the area of service
- l Demonstrates support of the service mission of FGCU
- l Demonstrates mentoring of peers in service and civic engagement (e.g., one-on-one mentoring or inservices to other professionals)
- l Demonstrates excellence in one of the three criteria:
 - o Demonstrates substantial evidence of continuing service to the applicant's professional, discipline-related organizations at the university, regional, state, and/or national level(s).
 - o Demonstrates substantial evidence of continuing service to student organizations and/or FGCU faculty affiliations (e.g., Faculty Senate, Faculty Senate Teams)
 - o Demonstrates substantial evidence of service to the community, region, state, and/or nation in the nominee's role as an educator. (e.g. faculty integration of service learning into courses)

The Selection Committee reserves the right not to give out an Individual Faculty Service Excellence Award if nominees fail to satisfy minimal eligibility requirements or if there are fewer than three nominees per award category. The Selection Committee has the right to extend the application period.

Award Announcements

All awards are announced at the **Celebration of Excellence** and are kept confidential until that time. The winners of the awards will be announced to the University Community via an all faculty/staff email, and/or other public announcement.

Key Dates (if a date falls on a weekend, the due date will be the subsequent Monday, if a date falls on a holiday, the due date will be the next business day):

Third Monday in November <u>September</u>	Provost's office sends out first official call for nominations to faculty, staff, and students
First Friday in November	Provost's office sends out final call/reminder for nominations
Third Friday in November	Deadline for all Excellence Award nominations
First Monday in December	Provost convenes the Service Excellence Award Selection Committee
First Monday in February	Portfolios due to Provost's office by 9:00 am
Last day of the semester	Provost convenes the Advising Excellence Award Selection Committee
First Friday in January	Provost's office sends out final call/reminder for nominations
Third Friday in January	Deadline for Teaching Excellence nominations
First Monday in February	Deadline for all other nominations
March 14	Deadline for portfolios (5:00pm)
End of April	Celebration of Excellence Awards