

Title: 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 University's faculty. The award recognizes exceptional professional service within the university through departmental, college, and institutional service or leadership, or a record of substantial external service at the state, regional, or national, level, state leadership positions or a combination of university and external service.

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) and a minimum of 5 years of service at KSU and have a total of 10 years full-time higher education experience is eligible to apply for the award. Administrators with faculty rank are ineligible for faculty awards (i.e., receives a Contract for Faculty Ranked Administrators). In other words, only faculty members who have been issued a fiscal or academic year Tenured Personnel, Non-Tenured Personnel, or Non-Tenure Track Personnel contract are eligible for this award. Award winners are not eligible to reapply. The award recipient must be under contract at KSU when the award is presented.

Award Amount: Each award consists of \$10,000 and a plaque.

Number and Frequency of Awards: One award may be presented annually. However, if there is no outstanding candidate, 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 significant positive effect at the University and/or the community, regional, or national levels. Service must extend over multiple years.

Evaluation Criteria: The Outstanding Professional Service Awards Selection Committee will rank applications according to the "Award Criteria" in terms of the demonstration of the nominee's productivity and the impact or significance of the nominee's professional service.

The following are non-ranked examples of professional service accomplishments:

- Providing the benefits of their expertise to community organizations;
- Making public professional appearances or performances;
- Pro-bono 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.

Application Requirements:

- A completed Cover Sheet (see below);
- A 3-5 page summary statement by the nominee highlighting his/her 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 single spaced 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 maximum of three letters in support of the nomination;
- All materials must be compiled into a single pdf document.

Application Deadline: Applications must be submitted via email to the Office of Faculty Affairs via Brian Wooten at bwooten@kennesaw.edu by March 13, 2017 5:00 pm.

Procedure: Nominations will be evaluated by a university committee including one member from each of the degree granting colleges. Since members serving on this committee may not be experts in the nominee's field, it is important that nominations be submitted in language understandable to faculty in other disciplines.

Due to the competitive nature of this award, multiple noteworthy applications may be reviewed in a given year. If not selected, nominees are encouraged to reapply the following year. Renewed applications may include the original packet of letters and documentation with updated information to document the previous year's service.

The honoree will be recognized at the University's annual Honors and Awards Ceremony at the beginning of Fall semester and agrees to be present if selected.

Questions: Contact Brian Wooten bwooten@kennesaw.edu

COVER SHEET - Outstanding Professional Service Award

To be completed by the nominee:

Name of Applicant: _____

Date Submitted: _____

College: _____

Department: _____

To be completed by the Office of Community Engagement:

Eligibility Checklist:

- ⑥ The nominee is full-time teaching faculty, lecturer/senior lecturer, non-tenure track professorial ranked faculty, or clinical faculty.
- ⑥ The nominee has earned a masters or terminal degree (or equivalent).
- ⑥ The nominee has a minimum of 5 years of service at KSU and a minimum of 10 years total full-time higher education experience.
- ⑥ The nominee is not an administrator and has a fiscal or academic year Tenured Personnel, Non-Tenured Personnel or Non-Tenure Track Personnel contract.
- ⑥ The nominee has not earned this award previously.