

**Illinois State University
College of Education
Outstanding Service Award Guidelines**

Faculty members whose service accomplishments are unusually significant and meritorious among their colleagues in the College of Education may be considered for the College of Education's Outstanding Service Award. This award honors our college's most exceptional leaders in service. The College of Education's Outstanding Service Award provides \$1,000 to the recipient, which may be used for travel, equipment, or other professional materials.

Eligibility

To be eligible to compete for the College of Education's Outstanding Service Award, a faculty member must meet the following criteria:

1. Be a full-time tenured or tenure-track member of the College of Education with at least three years of service at Illinois State University.
2. Receive support for candidacy from a Department/School Chair/Director in the College of Education.

Faculty members who have received the College Outstanding Service Award within the last five years are ineligible for the award.

Application Guidelines

Each candidate must define the scope and quality of their service by preparing and submitting a service portfolio that includes the information below.

1. The portfolio cover sheet
2. *A curriculum vita*
3. A statement of service philosophy that addresses the relation of teaching, research, and service.
4. A summary of service by setting (University, College, Department/School, Profession and Community) for the last three years.
5. A statement from one of the Department/School Chairs/Directors that should include:
 - a. A summary of the candidate's cumulative service contribution to the department/school and college.
 - b. An evaluation of the candidate's ability to incorporate rigor and challenge into his/her service practices.

Additional portfolio elements, though optional, are desirable and may include (but are not limited to) the following:

1. Honors, awards, or other forms of recognition for excellence in service.
2. Evidence of professional development activities undertaken in regard to service.
3. Statements from committee members and other colleagues who have experienced the candidate's service activities.
4. Evidence of students', colleagues', and/or administrators' achievement as a direct result of the candidate's service.
5. Materials, procedures, or innovations for service.
6. Evidence of activities undertaken to assist colleagues with their service, teaching, or research.

Application Procedures

1. Each faculty member who wishes to be considered for the award must submit a complete application to the Chair of the College of Education's Elections and Service Committee by **October 1, 2013**. (Dr. Alan Bates – abates@ilstu.edu)
2. The Dean, in conjunction with the Elections and Service Committee, shall evaluate and rank the college's applicants based upon their performance in service, taking into consideration the level and nature of the outcomes and consequences of the service activities. The individual ranked in first position shall be named the recipient of the award.
3. Members of the Election and Service Committee who are applicants for this award should not participate in these deliberations.

Recipient Announcement

1. The Elections and Service Committee will announce the recipient of the Outstanding College Service Award to members of the College of Education prior to **October 8, 2013**.
2. The Dean of the College of Education will send the name of the service award recipient to the Office of the Provost as soon as the recipient is selected. The recipient will be encouraged to submit application materials for the University Service Award prior to **October 8, 2013**.

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Portfolio Cover Sheet

Applicant's Name: _____

Applicant's Department/School: _____

Applicant's E-Mail Address: _____

Year Appointed at Illinois State University: _____

Signature of Applicant: _____

TO BE COMPLETED BY DEPARTMENT/SCHOOL CHAIR/DIRECTOR:

By signing below, I endorse this candidate's application for the College of Education Outstanding Service Award.

Signature/Title: _____ Date: _____