Spring 2010

UC Denver Downtown Campus Annual Award for Excellence in Service
Eligibility, Criteria, and Procedures/Documentation

I. Eligibility
   A. All regular faculty members (with at least a .5 academic year appointment) who have been members of the UC Denver downtown campus faculty for at least the past three years (AY2006-07, AY2007-08, AY2008-09) are eligible. Faculty members who won this campus-level award during the past two years (i.e., Spring 2008 and Spring 2009) are not eligible this year.

   B. The library and each school and college, except CLAS, may submit one nominee. CLAS may submit three nominees.

II. Criteria
   A. A record of internal and external service, during the past three years, that clearly exceeds expectations. The service can include service to students, the department/school/college/library, the profession, the university, and the community.

   B. Impact of the nominee’s service on internal and/or external constituencies.

   C. Level of activity and excellence, given the developmental stage of the nominee.

III. Evidence and Documentation
   A. Required:
      1. A 1-to-3-page list of major service accomplishments and activities during the past three years. To the extent possible, please organize the activities according to the FRPA (Faculty Report of Professional Activities) categories:
         ● Service at CU
            - Department/Primary Unit
            - Institute/Center/Signature Area
            - College/School
            - Auraria
            - UC Denver (including both the Downtown Denver and Anschutz Medical
            - University system
            - Other (e.g., advising/mentoring student organizations)
         ● Service to Scholarly or Professional Organizations
            - Referee of Scholarly Manuscripts for Publication and Paper Proposals
            - Editing Professional Journals
- Service on Professional Committees or Boards (and describe offices held, if any)
- Volunteer Consulting Activities
- Paid Consulting Activities
- Monitoring/Facilitating Electronic Communications for the Organization
- Other Professional Activities (scientific visits, observation programs, conference planning/organizing, etc.)

• Service to the Community
  - Volunteer Consulting Activities
  - Paid Consulting Activities
  - Public Lectures/Speeches
  - Other Public Service Community Activities (e.g., leading students in service learning projects)

For each service activity or accomplishment listed, provide the dates and a brief description of the impact of the service on internal and/or external constituencies.

2. A 2- or 3-page statement, written by the nominee, that addresses the criteria for the award; emphasize the service activities that have occurred during the past three years, although earlier accomplishments with high impact can also be addressed.

3. A letter of support, written by either the nominee’s Dean or Department Chair/Division Coordinator, that addresses the criteria for the award. Emphasize the service activities that have occurred during the past three years, although earlier accomplishments with high impact can also be addressed. Also, please indicate the nominee’s workload allocation for the past three years.

4. A current vita, prepared according to the standard UC Denver format

B. Additional evidence to help the committee judge the quality, quantity, and impact of the service contributions. The additional evidence, supplied by the nominee, could include (for example):

• Additional letters of support from individuals knowledgeable about the nominee’s contributions and their impact
• Awards or citations (e.g., from professional organizations)
• Articles in newspapers, newsletters, bulletins, etc., about the nominee’s service and its impact
• High-impact committee reports (or similar documents) written or co-written by the nominee
• Examples of legislation influenced by the nominee
• Photographs of service-related contributions.
• Websites or web pages (or url links) developed by the nominee, or links to web-based presentations
• Descriptions of participation in student organizations, clubs, etc.
Evidence of student involvement in service activities
Fund-raising activities and results
Any additional evidence that illustrates the unique and important nature of the service activities

C. Sample dossiers for this award are available in the Center for Faculty Development (CFD). Contact Ellen Stevens, CFD Director, at centerfacdevelopment@ucdenver.edu or 303-556-6075.

IV. Procedures
A. An ad hoc committee of the faculty members who won this award (at the school/college/library level as well as for the campus) during the past two years will select the campus-level winner for the current year. The committee is chaired by the Associate Vice Chancellor for Academic Affairs (non-voting).¹

B. By March 1, 2010, Deans or Associate Deans, and Library Director, will submit the names of the nominee(s) from their school/college/library to Sara Potter, assistant to the Associate Vice Chancellor for Academic Affairs (Sara.Potter@ucdenver.edu or 303-315-2107).

C. By Friday, March 19, 2010, Deans or Associate Deans (and Library Director) will submit the documentation for their nominees to Sara Potter, assistant to the Associate Vice Chancellor for Academic Affairs (LSC, 14th floor). Please limit the total amount of materials submitted to a 1” binder (or the equivalent). (Note: If the documentation exceeds this amount, the dossier will not be considered by the committee.) Include a copy of the checklist at the front of the binder.

V. Awards
A. Each school/college/library winner who submits a dossier for the campus-level award will receive a stipend of $500 and a certificate. (Typically, the stipend appears in the April or May paycheck.)

B. The campus-level winner will receive an additional stipend of $1000 and a plaque. Also, a plaque recognizing the campus-level winner will be added to the Faculty Awards Gallery in the North Classroom Building.

C. The school/college/library winners (including the campus-level winners) from 2009 and 2010 will be invited to serve on the selection committee for the 2011 Excellence in Service Award.

CHECKLIST: ANNUAL AWARD FOR EXCELLENCE IN SERVICE

Please include a completed checklist in the front of the dossier/binder

Name of nominee: ______________________________________________
School/college/library:___________________________________________
Date: _________________________________________________________

_____ A 1-to-3 page list of major service accomplishments and activities during the past three years.

_____ A 2- or 3-page statement written by the nominee that addresses the criteria for the award. (The service activities that have occurred during the past three years should be emphasized, although earlier accomplishments with high impact can also be addressed.)

_____ Letter of support, written by either the nominee’s Dean or Department Chair/Division Coordinator, that addresses the criteria for the award. (The service activities that have occurred during the past three years should be emphasized, although earlier accomplishments with high impact can also be addressed. Also, the letter should indicate the nominee’s workload allocation for the past three years.)

_____ A current vita

_____ Additional evidence to help the committee judge the quality, quantity, and impact of the service contributions

_____ Documentation size limit: total amount of materials submitted does not exceed a 1” binder (or the equivalent)