

# University of Colorado Denver Annual Awards for Excellence in Leadership and Service Eligibility, Criteria, Evidence/Documentation, and Procedures

Spring 2024

## I. Eligibility

There are two campus-level awards for leadership and service: one for tenured and tenure-track faculty (professors, associate professors, and assistant professors), and one for instructional, research, and clinical faculty (clinical teaching track faculty, senior instructors, instructors, and lecturers).

Faculty members (with at least a .5 academic year appointment) who have been members of the CU Denver Campus faculty for at least the past three years (AY2020-21, AY2021-22, AY2022-23) are eligible. Faculty members who won this campus-level award during the past two years are not eligible this year.

The library and each school and college, except CLAS, may submit one nominee. In each of the two categories. CLAS may submit three nominees in each category for the campus-level award.

## II. Criteria

A record of internal and external leadership and service, during the **past three years** (AY2020-21, AY2021-22, AY2022-23), that clearly exceeds expectations. The leadership and service can include service to students, the department/school/college/library, the profession, the university, or the community.

Impact of the nominee's leadership and service on internal and/or external constituencies.

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

## III. Evidence and Documentation

Required

**Please create an electronic dossier including the following sections in this order:**

1. Completed checklist.

2. Letter of support, written by the nominee's Dean, Library Director, or Department Chair/Division Coordinator, that addresses the criteria for the award.
  - Emphasize the leadership and service activities that have occurred during the past three years, although earlier accomplishments with continuing high impact also may be addressed.
  - Please indicate the nominee's workload allocation for the past three years.
3. Two- or three-page statement written by the nominee that addresses the criteria for the award.
  - Emphasize the leadership and service activities that have occurred during the past three years, although earlier accomplishments with continuing high impact also may be addressed; as appropriate, refer to evidence in the dossier.
  - Please indicate the percentage of time dedicated to leadership and service during each of the three years under evaluation (e.g., 20%).
4. One-to-three-page list of major leadership and service accomplishments and activities during the past three years. Please organize the activities according to the Faculty Activity Report (FAR) categories, where they apply:
  - Leadership and Service at University of Colorado
    - Department/Primary Unit
    - Institute/Center/Signature Area
    - College/School/Library
    - Auraria Campus
    - CU Denver Campus and CU Anschutz Medical Campus
    - University system
    - Other (e.g., advising/mentoring student organizations)
  - Leadership and 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
    - Monitoring/Facilitating Electronic Communications for the Organization
    - Other Professional Activities (scientific visits, observation programs, conference planning/organizing, etc.)
  - Leadership and Service to the Community
    - Volunteer Consulting Activities

- Public Lectures/Speeches
- Other Public Service Community Activities (e.g., leading students in service learning projects)

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

5. Current vita, prepared according to the standard CU Denver format.

Additional evidence should be supplied by the nominee to help the committee judge the quality, quantity, and impact of the leadership and service contributions. The additional evidence 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 or documentation of service-related contributions, including outreach activities
- Websites or web pages (url links and/or screen shots) developed by the nominee, or links to web-based presentations
- Descriptions of participation in student organizations, clubs, etc.
- Evidence of student involvement in, and impact of, service activities
- Fund-raising activities and results
- Any additional evidence that illustrates the unique and important nature of the service activities

Sample dossiers for this award are available in the Center for Faculty Development and Advancement (CFDA). Contact the Center at [center.facdevelopment@ucdenver.edu](mailto:center.facdevelopment@ucdenver.edu) or 303-315-3033.

#### **IV. Procedures**

By **Friday, February 23, 2024**, Deans/Library Director or Associate Deans will submit the documentation for their nominees to Betsy Metzger, faculty affairs senior coordinator, Office of the Provost.

- Merge everything into a single PDF file and email the attached file to [Betsy.Metzger@ucdenver.edu](mailto:Betsy.Metzger@ucdenver.edu) or share the dossier with her via OneDrive or Interfolio.

- 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.<sup>1</sup>
- Award winners will be announced in April.

## V. Awards

- Each school and college and library winner whose dossier is submitted for the campus award will receive a stipend of \$500 and a certificate, which will be given at the Celebration of Faculty Excellence. (Typically, the stipend appears in the June paycheck.)
- The campus winner will receive an additional stipend of \$1,000 and a glass sculpture. A plaque recognizing the campus winner will be added to the Faculty Awards Gallery in the North Classroom Building.
- The school/college/library winners (including the campus winners) from 2023 and 2024 will be invited to serve on the selection committee for the 2025 Excellence in Leadership and Service Award.

---

<sup>1</sup> The ad hoc committee for the 2024 award may include: Eric Baker (2022), Jody Beck (2022), Cathy Bodine (2023), Louise Bordelon (2023), Franci Crepeau-Hobson (2023), Candan Duran-Aydintug (2022), Katy DiVittorio (2023), Thomas Duster (2023), Sarah Hagelin (2023), Stephen Hartke (2022), Tanya Heikkila (2023), Heather Johnson (2022), Missy Kautt (2023), Julien Langou (2023), Andrea Laser (2023), Robyn Mobbs (2023), Madhavan Parthasarathy (2023), Manuel Serapio (2022), Adam Spiegler (2023), Dane Stickney (2022), and Jo VandenBurg (2022).

**CHECKLIST: FACULTY AWARD FOR EXCELLENCE  
IN LEADERSHIP AND SERVICE**

Name of nominee: \_\_\_\_\_

\_\_\_\_\_ Tenured/Tenure-Track Faculty    \_\_\_\_\_ Instructional/Research/Clinical Faculty

School/college/library: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_ Completed checklist (added by Dean/Director's Office)

\_\_\_\_\_ Letter of support, written by the nominee's Dean, Library Director, or Department Chair/Division Coordinator, that addresses the criteria for the award (added by Dean/Director's Office)

- The leadership and service activities that have occurred during the past three years should be emphasized, although earlier accomplishments with continuing high impact also may be addressed.
- The letter should indicate the nominee's workload allocation for the past three years.

\_\_\_\_\_ Two- or three-page statement written by the nominee that addresses the criteria for the award.

- The leadership and service activities that have occurred during the past three years should be emphasized, although earlier accomplishments with continuing high impact also may be addressed.

\_\_\_\_\_ One-to-three page list of major leadership and service accomplishments and activities during the past three years (AY2020-21, AY2021-22, AY2022-23).

\_\_\_\_\_ Current vita, prepared according to the standard CU Denver format

\_\_\_\_\_ Additional evidence to help the committee judge the quality, quantity, and impact of the leadership and service contributions

\_\_\_\_\_ Complete electronic dossier submitted to Betsy Metzger, faculty affairs senior coordinator, Office of the Provost ([Betsy.Metzger@ucdenver.edu](mailto:Betsy.Metzger@ucdenver.edu)).