

Millikin University Faculty Service Award

Description & Purpose: In an effort to encourage and reward extraordinary faculty service, Millikin University has developed the Faculty Service Awards Program. This program is designed to celebrate the outstanding contributions of full-time faculty at Millikin University. The goals of the Faculty Service Award are to:

- celebrate outstanding faculty service;
- increase awareness of what constitutes excellent service;
- encourage faculty to strive to meet or to exceed these standards of excellence;
- reward faculty who exemplify ongoing, outstanding service.

Award & Obligations: Recipients of the Faculty Service Award will receive a \$1000 honorarium.

Eligibility: Most faculty who have completed a minimum of three years of full-time faculty service at Millikin University are eligible to apply for the Faculty Service Award. Deans, the Provost, and the President are not eligible for the Faculty Service Award. Faculty members whose positions include a significant administrative component (such as program directors) should consult the Council on Scholarship and Faculty Development if they would like to apply to verify eligibility. Previous award recipients are eligible to apply after a minimum of three years after they received prior awards.

Deadline & Application Process: Faculty Service Award applications are due by **January 28, 2022** (first Friday of Spring Semester). The narrative and all supporting materials are required to be submitted electronically **via Interfolio at <http://apply.interfolio.com/99248>** for review by the Council on Scholarship and Faculty Development.

Defining Service : Service to Millikin by the faculty is essential to the health and longevity of the university. Similarly, faculty service to the community strengthens the local area and academic fields, respectively, while also enriching Millikin. *Policies and Procedures* lists examples of university service, professional service to the community, and service to the profession (1.2.3.3-1.2.3.4). These lists are not exhaustive but provide examples of types of related activities. To be recognized for this award, community service must be related to a faculty member's position at Millikin.

Application Process

Narrative: To apply for the Faculty Service Award, faculty members prepare a narrative of **five single-spaced pages or less** addressing how their service has gone above and beyond and had a substantial impact on students, faculty, the University, the profession, and/or the community. The narrative should demonstrate a record of multiple service activities or a single, major activity over a sustained period and should discuss how the weight of your workload is distributed for evaluation.

Additional Supporting Materials:

- Current Curriculum Vita
- Letter of support from chair, director, or dean
- Letter(s) of support from a colleague who can contextualize your service activities
- Artifacts/Evidence of Service (Optional)

Evaluation of Application: The Council on Scholarship and Faculty Development (CSFD) will review all applications. After evaluating the quality of each application, the CSFD makes its recommendations to the Provost for recipient(s).

Faculty Service Award

Applicant's Name:				
Criteria for FSA	Outstanding 4-5 points	Acceptable 2-3 points	Incomplete 0-1 points	Earned Points
Quantity and Scope of Service	Strong evidence of service activities that go above & beyond general faculty service expectations.	Some evidence of service activities that go above & beyond general faculty service expectations.	Little or no evidence of service activities that go above & beyond general faculty service expectations.	
Level of Engagement &/or Sustained Activity over time	Narrative demonstrates strong engagement in a service activity or agenda of service over time.	Narrative demonstrates some engagement in a service activity or agenda of service over time.	Narrative demonstrates little or no engagement in a service activity or agenda of service over time.	
Service Recognized as Excellent by Peers (Letters)	Evidence that service activities are recognized as excellent by colleagues, third-party stakeholders, collaborators, chair/director, and/or dean; and go above & beyond general faculty service expectations.	Evidence that service activities are recognized as competent by colleagues, third-party stakeholders, collaborators, chair/director, and/or dean; and go above & beyond general faculty service expectations.	Little or no evidence that service activities have gone above and beyond general faculty expectations by colleagues, third-party stakeholders, collaborators, chair/director, and/or dean.	
Impact of Service	Strong contribution to Millikin and its students.	Some contribution to Millikin and its students.	Little or no contribution to Millikin and its students.	
Total Points and Evaluators' Comments				