

**President's Council Service Award**

**2023-2024 Eligibility and Selection Criteria**

The President's Council Service Award recognizes annually a full-time faculty member for a record of outstandingservice to the University of North Texas over at least a five-year period. The recipient of the $3,000 award will be recognized at the “Salute to Faculty Excellence” ceremony in 2024.

# Eligibility:

All full-time faculty members (tenure system and lecturers) and all librarians are eligible, but previous awardees are ineligible for nomination for five years following the receipt of the award. **Administrators, including those who teach, are not eligible for this award.**

Faculty may be nominated by the **Personnel Affairs Committee (PAC or LPAC)** of a department, division, school or college or by any **ad-hoc committee of three or more faculty** members self-constituting for the sole purpose of nominating a colleague for this award. Self-nominations are not allowed.

# Selection Criteria:

The selection is based upon evidence documenting outstanding service at the departmental and/or college and university levels over at least a five-year period at UNT. Optional but not required is a record of any service to the profession, which may help the committee make its final decision. The Faculty Awards Committee may solicit additional input regarding the service record of any nominee.

# Completed application packet must include in one PDF:

1. An application form signed by the award nominee and his/her chair and dean.
2. A curriculum vitae that highlights service awards (received and/or nominated for).
3. A list of service activities, formal and informal, providing clear evidence that the nominee has made outstanding contributions to the university through committee work, leadership and/or other university activities beyond teaching and scholarly or creative activities.
4. A one-page statement of the nominee’s service philosophy and perceptions of his/her service activities.
5. Three letters of recommendation, including one from the nominee's Personnel Affairs Committee (PAC or LPAC) or a self-constituting ad hoc committee. This letter may be signed by the chair(s) of the PAC or LPAC or by the entire committee but must be signed by all members of an ad hoc committee. Two additional letters may come from the dean, the chair, peer faculty members, and/ or service participating colleagues.

# Selection Process:

The Faculty Awards Committee reviews nominations and selects a single recipient by rating each element of an application packet on a 1 - 5 scale (5 high), in addition to any other deliberation required.

# Use of Award Funds:

Award recipients may use the awarded funds at their discretion to enhance or develop service or scholarly activities.

# Submission:

Email nomination packets to [FacultySenateAwards@unt.edu](mailto:FacultySenateAwards@unt.edu) by **5:00 p.m. on Monday, November 6, 2023**. Incomplete packets will not be considered.