

**President's Council University Service Award**

**2020-2021 Eligibility and Selection Criteria**

The President's Council University Service Award was established to recognize annually a full-time, tenured/tenure-track faculty member for a record of outstanding ***university*** service at 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” dinner and ceremony in 2021.

# Eligibility:

All full-time, tenured/tenure-track faculty members are eligible, but previous recipients of the award are not eligible 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)** of a department, division, school or college **or** by any **ad-hoc committee of three or more tenured/ tenure-track faculty** members *(individuals may not make nominations other than by these methods)*.

# Selection Criteria:

The selection is based upon submitted evidence documenting outstanding university service over at least a five-year period of time while at UNT. The Faculty Awards Committee is free to solicit additional input regarding the service record of any nominee.

# Completed application packet must include:

1. An application form signed by the award nominee and his/her chair and dean.
2. A current 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 any ad-hoc nominating committee of three or more tenured/tenure-track faculty members and two more from peer faculty members or service participating colleagues. A letter from the department chair or dean is optional but should be counted as part of the three letters. **The nominee or nominating department is responsible for requesting these letters of recommendation and providing them in the single pdf application packet.**

# Selection Process:

The Faculty Awards Committee annually reviews nominations and selects a single service award recipient by rating each nominee on a 1 - 5 scale (with 1 being the highest and 5 being the lowest), which provides consistency in the evaluation and comparison of applicants. The award is given based on the mean of the committee members' scoring.

# Use of Award Funds:

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

# Submission:

Completed nomination packets, including the fully completed application form and all supporting materials, must be sent in **one single PDF** in an email to the Faculty Senate Office at [FacultySenateAwards@unt.edu](mailto:FacultySenateAwards@unt.edu) by **5:00 p.m. on Friday, November 6, 2020**. Incomplete packets and extraneous materials not included in the pdf at the time of submission will not be considered.