

Outstanding College Service Award

One thousand dollars in appropriated operating funds will be provided for each college to recognize faculty with outstanding records of service. The number of recipients, the selection process, and criteria for these awards are at the discretion of the college. However, it is strongly suggested that college awards procedures ask candidates to prepare and submit service portfolios similar in form and content to those requested from applicants for the Outstanding University Service Award. By using such evidence for documenting their candidates' service excellence, colleges will help ensure that their award recipients will be competitive for future Outstanding University Service Awards.

Colleges should send the names of their service award recipients to the Office of the Provost as soon as the recipients are selected. This practice will ensure that the recipients will be added to the list of faculty eligible to receive the Outstanding University Service Award in subsequent years.

Eligibility for Mennonite College of Nursing faculty

To be eligible to compete for the Outstanding College Service Award, a faculty member must meet the following criteria:

1. Be a full-time tenured or tenure-track member of the College of Nursing faculty with at least one year's employment at Illinois State University.
2. Receive support for candidacy for the Outstanding College Service Award from at least one of the College Directors or the Associate Dean.
3. Previous recipients of the Outstanding College Service Award are ineligible to receive it a second time.

Procedures for Soliciting and Evaluating Applications

1. Each faculty member who wishes to be considered for the award must submit a complete application to the Dean of the College of Nursing.
2. The Dean, in conjunction with the Executive Council, shall evaluate and rank the college's applicants based upon their performance in service. The individual ranked in first position shall be named the recipient of the award.
3. Executive council members who are applicants for this award should not participate in these deliberations.

Application process

Each candidate must submit a *curriculum vita* as part of the application. In addition, candidates must document the scope of quality of their service by preparing and submitting a service portfolio. The cover sheet, provided with these guidelines, must form the first page of the portfolio. ***For the purpose of this award, the complete***

portfolio, including appendices, is limited to a single, two-inch, three-ring binder (or its equivalent). Portfolios that deviate significantly from this volume of materials will not be considered.

At a minimum, the service portfolio must include the following:

1. A statement of your service philosophy
2. A statement of your service responsibilities for the last three years
3. A summary of your service evaluations placed in the context of department, college and University norms
4. A summary statement from one of the College Directors or the Associate Dean addressing your service. This statement should include:
 - A. An evaluation of the candidate's cumulative service contribution to the department and college.
 - B. An evaluation of the candidate's ability to incorporate rigor and challenge into his/her service practices.

Additional portfolio elements, though optional, are desirable and may include (but are not limited to) the following:

1. Honors, awards, or other forms of recognition for excellence in service.
2. Evidence of professional development activities undertaken in regard to service.
3. Statements from committee members and other colleagues who have experienced the candidate's service activities.
4. Evidence of students', colleagues', and/or administrators' achievement as a direct result of the candidate's service.
5. Materials, procedures, or innovations for service.
6. Evidence of activities undertaken to assist colleagues with their service, teaching, or research.

Recipient Announcement

1. The Dean announces the recipient of the Outstanding College Service Award to members of the College of Nursing.
2. The Dean sends the name of the service award recipient to the Office of the Provost as soon as the recipient is selected. This practice ensures that the recipient will be added to the list of faculty eligible to receive the Outstanding University Service Award in subsequent years.

Mennonite College of Nursing
at
Illinois State University

Outstanding College Service Award

Portfolio Cover Sheet

Applicant's Name: _____

Applicant's Office: _____ Phone Number: _____

Year Appointed at Illinois State University: _____

Signature of Applicant: _____

TO BE COMPLETED BY DIRECTOR OR ASSOCIATE DEAN:

By signing below, I endorse this candidate's application for the Outstanding College Service Award.

Signature/Title: _____ Date: _____
