

Outstanding Service to Students

(supported by the Office of Academic Programs; recipients of this award are determined by a committee with representation from faculty and undergraduate students.)

Eligibility

This award recognizes staff or non-tenure track faculty for outstanding, sustained service to students (e.g. advising, placement, registration, counseling, faculty fellow in residence hall, learning community leader, etc.). Staff or non-tenure track faculty are eligible to be nominated for this award. Repeat department nominations are allowed; previous recipients of the Outstanding Service to Students Award are not eligible ([Previous Recipients](#)).

Recognition

- The awardee receives a cash award of \$1,500 and a plaque.
- Individuals nominated by departments, but not selected as the awardee, will each receive \$250 toward travel, supplies, and equipment from the Office of Academic Programs to use in support of teaching and advising.

University Awards

There is not an equivalent university level award, however the Office of Academic Programs will gladly assist the awardee and nominees who would like to be nominated for a follow-up award within their professional societies, etc.

Nomination Packet Instructions

Limit of 6 pages – (formatting specifics - 12 pt minimum, Times New Roman Font, at least 1” margins). One document should be submitted and the order of information should be as follows in order to make the selection committee’s comparison fair and efficient:

Nomination packet outline:

- Pages 1-3
 - Nominees Contact information:
 - Name
 - Department
 - Job Title
 - Nomination letter
 - Describe the service or support that the nominee provides to students, including the length of time they have been providing this service
 - Describe how the nominee has helped students achieve their personal and professional goals
 - Describe the nominee’s enthusiasm for and familiarity with the service they provide
 - Describe the relationship and interactions with the students and how that has an impact on student success
 - Two or three sentences of background or context regarding each support letter author

- Page 4
 - Support letter from a current or former student (one-page limit)
- Page 5
 - Support letter from a current or former student (one-page limit)
- Page 6
 - Support letter from a current or former student (one-page limit)