



## College of Fine & Applied Arts

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

### OFFICE OF THE DEAN

608 E. Lorado Taft Dr.  
100 Architecture Bldg, MC 622  
Champaign, IL 61820  
P: (217) 333-1661 | F: (217) 244-8381  
faa@illinois.edu

## Faculty Award for Excellence in Service

The Faculty Award for Excellence in Service recognizes a faculty member who has made especially significant contributions of leadership and service to their home unit or the college or to agencies, schools, communities, businesses, or other external groups or individuals.

The award carries a one-time prize of \$2,000. A \$2,000 commitment will be made to a unit account for the faculty member's discretionary use for travel, supplies, equipment, partial payment of graduate assistants, etc. Equipment purchased with these funds is considered university property and when acquired for an individual's use remains university-owned property after the individual leaves their position. See the [Business and Financial Policies and Procedures](#) from the Office of Business and Financial Services for more information.

### Eligibility

Anyone with a tenured or tenure-track faculty appointment in the College of Fine and Applied Arts who has taught at least four full semesters (excluding summers) on the Urbana-Champaign campus and who has not been issued a notice of non-reappointment can be considered for this award. A faculty member may not receive this award more than once in any five-year period. University Scholars are not eligible during the term of their appointments.

### Nomination and Evaluation Process

Any FAA faculty member may nominate candidates for this award. Each nominator should check with their unit office to obtain the deadline for receipt of nominations in the unit office. The executive officer and advisory committee of each unit will review the nominations submitted and will choose no more than one candidate to be forwarded for consideration by the FAA Executive Committee.

#### Criteria

- Major contributions beyond routine committee and officer service
- Sustained excellence in service (public, professional/disciplinary, and/or university)
- High-impact contributions to agencies, schools, communities, businesses, or other groups and individuals and/or to the unit, college, campus, or university

#### Nominations must include the following:

- A one-page narrative addressing the evaluation criteria described above and detailing the particular achievements of the nominee in service (this narrative may be prepared by unit officers, their designates, or the original nominator), including evidence of service excellence
- A current CV of the nominee of not more than four pages with a focus on accomplishments in service

### Deadline

Nominations must be submitted by the unit executive officer to the FAA Dean's Office to be prepared for circulation to the Executive Committee. The Executive Committee will choose the recipient. Evaluation will be based on demonstrated excellence with every effort made to give equal consideration to nominees from the various faculty ranks and specializations.

The nomination deadline is March 25.



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## Nomination for Faculty Award for Excellence in Service

**Nominator:** \_\_\_\_\_

**Unit:** \_\_\_\_\_ **Rank:** \_\_\_\_\_

**Nominee:** \_\_\_\_\_

**Unit:** \_\_\_\_\_ **Rank:** \_\_\_\_\_

**Percent Appointment:** \_\_\_\_\_

**Has the nominee received a College Faculty Award in the Past?**  Yes  No

**If so, when?** \_\_\_\_\_

**Nominator's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Unit Executive Officer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_