

MEMORANDUM

TO: Deans, Department Chairs, Directors, Faculty, and Librarians

FROM: Jeanne Sept
Dean of the Faculties and Vice Provost for Academic Affairs

DATE: August 1, 2008

SUBJECT: **Distinguished Service Award**
Deadline: Tuesday, December 2, 2008

I invite you to submit nominations for the Distinguished Service Award. These annual awards are to recognize distinguished service to the University, to a profession, discipline, or to the public, and are intended to recognize service in the same way that other awards recognize distinguished teaching or research.

Any faculty member or librarian (except those currently in administrative posts above the departmental level) may be nominated. Types of service appropriate for consideration are listed below.

The nomination should clearly describe the nature and extent of the service activities. Supporting evidence, such as evaluative comments by persons who are acquainted with or who have benefited from the service, is helpful.

Nominations may be made directly to the Committee and through departmental chairpersons or deans. Nominations with supporting statements or evidence should be sent to the Committee on Distinguished Service Awards, Office of Academic Affairs and Dean of the Faculties, Bryan Hall Room 111, by **Tuesday, December 2, 2008.**

Recipients of these awards will be honored at a spring semester reception and will be considered for the W. George Pinnell university-wide award.

The Committee will apply the following criteria approved by the Bloomington Faculty Council (Circular B27-86).

Service to the University:

The award should be given to a person whose service to the University has been demonstrated through consistently exceptional service typically extending over a period of at least five years with evidence that the service has resulted in greater effectiveness, efficiency, and/or visibility in an operation of the University as a result of the individual's efforts.

No distinction is made between persons who have been appointed to a service role and those who have not. However, the emphasis is on exceptional service **in one, and usually more than one, role.**

Service to the Profession or Discipline:

The award may be given to a person who has shown exceptional service to a particular profession or discipline. This person must have shown national or international involvement in one or more professional or scholarly organizations in a manner that has created a substantial impact on the ways the organization(s) serves and promotes members' activities. For example, a candidate may be president of a national association of professionals or scholars, but unless his/her administration made an unusual impact on the affairs of the membership, the service would not be deemed exceptional.

Public Service:

The award may be based on a faculty member's service on local, state, national, and/or international levels. It should reflect continuing effort and unusual achievement in promoting the objectives of a public service agency or public service principle. For example, a person active in environmental affairs may be involved with several agencies, but the promotion of the principle of maintaining healthy environments would be the focus of the award.

Comprehensive Service:

Frequently the award is given to a person who shows exceptional achievement in a number of areas. Evidence of contributions to the University as well as other areas should be included in the dossier where possible.

Questions about this award may be directed to the Office of Academic Affairs and Dean of the Faculties at 855-2809 or e-mail: dof@indiana.edu.