

Southern Oregon University Distinguished Service Award

The Southern Oregon University Distinguished Service Award honors SOU faculty for their service in support of the University's faculty, staff, and students, as well as the larger community (e.g. one's professional discipline or a geographic region (regional, state, national, international, etc...)).

Award

Up to two awards will be given on an annual basis. If there are no qualified candidates, then an award is not given that year.

Award includes a certificate, plaque and a \$500 honorarium and may include a graduation regalia stole. The awardees' names will be added to the Distinguished Service plaque displayed in Churchill Hall.

Awardees (no speeches) are to be recognized by the Faculty Development Committee Chair or committee designee at the End-of-the-Year Breakfast. A brief summary of each awardees' qualifications will be presented. Awardees will be given a certificate at the Breakfast, however, awardees are not required to attend the Breakfast.

Awardees (no speeches) are to be recognized by the Provost at that year's Commencement Ceremony. A brief summary of each awardees' qualifications will be presented. Awardees will be given a plaque at the Ceremony, however, awardees are not required to attend Commencement.

Additional recognition opportunities may include, but are not limited to, SOU Foundation commencement activities, SOU Board of Trustees and ASSOU meetings, and the Raider Academy Awards Ceremony.

The awardees' names and pictures may be submitted to the Siskiyou and the Alumni Newsletter.

Eligibility

All professorial, professional, yearlong, and term-by-term faculty employed at SOU for a minimum of five years (consecutive years not required) are eligible to receive the Distinguished Service Award. Assessment of a candidate's submission materials will take into consideration candidate's career stage and appointment type.

Candidate must not be a previous recipient of SOU's Distinguished Service Award. Teaching and scholarship activities are excluded from consideration for this award.

Nomination Process

Faculty Senate Chair will send out a call for nominations.

Faculty colleagues and self-nominations accepted.

Nominations are not accepted from students, staff, or administrators.

Nominations must be submitted to the Faculty Senate Chair who will then inform each candidate of their nomination and provide them the name of their nominator.

Candidate must inform the Faculty Senate Chair of his/her acceptance of the nomination by the posted deadline.

Faculty Senate Chair will inform each Division Director of the faculty in their division who have accepted their nomination for the Distinguished Service Award.

Submission Packet

All materials must be submitted via email to the Executive Assistant to the Provost by the posted deadline. The Executive Assistant to the Provost will alert the candidate and their nominator when a complete packet has been submitted.

If a complete packet is not submitted by the posted deadline, the candidate will not be considered for that award year. A packet is considered complete when all required materials meet the criteria noted herein and have been submitted on time.

Packets remain active for a total of three consecutive years and may be updated during each submission period. The Executive Assistant to the Provost will contact former candidates regarding packet updates.

To be submitted by the Division Director:

Required: Verification Form (see attached form) confirming that the candidate meets the Southern Oregon University Distinguished Service Award Eligibility Requirements

To be submitted by the Candidate:

Required: An abbreviated curriculum vitae (three page maximum) that includes candidate's email address and notes candidate's educational and professional background, area of expertise, and current position at SOU, and focuses on a listing of the candidate's service activities and dates of service while a faculty member at SOU

Required: A statement by the candidate describing their motivation and/or philosophy regarding their service activities and their efforts to effect change. It is recommended that the candidate consider the selection criteria when crafting their statement. This statement must be no longer than two pages, 1.5 spaced with a 12 point font.

Optional but Highly Recommended: List of names and contact information of colleagues or members of the community familiar with the candidate's service or from beneficiaries of the candidate's service activities. Candidate to submit up to eight names and contact information to nominator no later than Monday, Week 9 of Fall Term. The nominator will then contact these individuals and offer them the opportunity to submit a letter of support on behalf of the candidate.

To be submitted by the Nominator:

Required: Nominator's letter highlighting the significance and/or impact of the candidate's service activities. Letter must include letter writer's email address and be no longer than two pages, 1.5 spaced with a 12 point font.

If self-nominated, candidate must include an additional letter of support from a colleague or a member of the community familiar with the candidate's service or from a beneficiary of the candidate's service activities

Optional but Highly Recommended: Letters of support from colleagues or members of the community familiar with the candidate's service or from beneficiaries of the candidate's service activities. A maximum of two letters of support may be submitted. Letters must include letter writer's email address and be no longer than two pages, 1.5 spaced with a 12 point font.

Nominators are encouraged to follow up with their candidates regarding submission deadlines and to identify individuals that the nominator, on behalf of the candidate, can request a letter of support from

Timeline: To be monitored by the Faculty Development Committee Chair

Fall Term	
Monday, Week 2:	Call for nominations sent out by Faculty Senate Chair
Friday, Week 5:	Deadline for submission of nominations to Faculty Senate Chair
Monday, Week 6:	Deadline for Faculty Senate Chair to contact candidates and inform them of their nomination and the name of their nominator
Friday, Week 7:	Deadline for candidates to inform Faculty senate Chair of their acceptance or declination of the nomination
Monday, Week 8:	Faculty Senate Chair to notify nominators of their candidate's acceptance or declination Faculty Senate Chair to submit a list of accepted nominations to the Executive Assistant to the Provost and the Division Directors
Monday, Week 9:	Deadline for candidates to submit to their nominator a list of names and contact information of colleagues or members of the community familiar with the candidate's service or from beneficiaries of the candidate's service activities
Winter Term	
Friday, Week 1:	Deadline for submission of completed packet to the Executive Assistant to the Provost (ALL materials are to be submitted to the Executive Assistant to the Provost. The Executive Assistant to the Provost will inform each candidate and their nominator when the packet is complete.)
Monday, Week 2:	The Executive Assistant to the Provost forwards completed packets to the Faculty Development Committee and sets up Committee meeting times
Spring Term	
Monday, Week 2:	First Faculty Senate Meeting of the Spring Quarter Selection Committee Chair or committee designee submits names of awardees to Faculty Senate and provides a brief summary of each awardees' qualifications Faculty Senate vote of approval

Selection Criteria

Demonstrates evidence of one or more of the following:

- Sustained or significant service
- Leadership on campus and/or in the community

Selection Process

The Faculty Development Committee will serve as the selection committee. To avoid potential or perceived conflicts of interest, no committee member may be a nominator, letter writer, nor a candidate for that year's Distinguished Service Award.

The Executive Assistant to the Provost will distribute the candidate's packets to the committee and the committee will conduct a review of the materials.

The committee will select the awardees and the Faculty Development Committee Chair will communicate the committee's decision to the candidates.

The Faculty Development Committee Chair or committee designee will present the names of the awardees and a brief summary of each awardees' qualifications to Faculty Senate. Upon approval of the awardees by Faculty Senate, the Faculty Development Committee Chair will submit the names of the awardees and a brief summary of each awardees' qualifications to the Provost, the Executive Assistant to the Provost, and the University Registrar.

The Executive Assistant to the Provost will prepare the certificates for the End-of-the-Year Breakfast and order the plaques for the Commencement Ceremony.

Division Director Service Award Verification Form

_____ (Name of Candidate):

_____ meets the Southern Oregon University Distinguished Service Award Eligibility Requirements.

_____ does not meet the Southern Oregon University Distinguished Service Award Eligibility Requirements.

_____ (Name of Division)

_____ (Name of Division Director)

_____ (Signature of Division Director)

_____ (Date)