



## ACADEMIC AFFAIRS

### ***Provost's Award for Outstanding Service and Institution Building for Full-Time Term Faculty***

This Provost Award recognizes a full-time term faculty member who has been a member of the Seattle University campus faculty for at least the past three years. While the award is not meant to be a “lifetime achievement” award, it typically takes a few years for a faculty member to achieve significant impact in this area. Candidates may be nominated by any student, faculty, or staff member, or they may self-nominate. All full-time term faculty are eligible to apply, excepting those who have previously won this award.

The award consists of a plaque to the awardee and a \$2,000 honorarium. The award winners will also be recognized at a future convocation.

**Nominees for the Outstanding Service and Institution Building Award for Full-Time Term Faculty** will be judged according to the criteria below:

- The breadth and depth of a faculty member’s record of internal and external service, during the past three years, clearly exceeds expectations. The service can include service to programs, departments, school/college, library, the profession, the university, or the community (local, regional, national, international).
- Impact of the nominee’s service on internal and/or external constituencies.
- Level of activity and excellence, given the rank or developmental stage of the nominee.
- Otherwise contributing to the common good of the campus and larger community and working toward fulfillment of the academic unit and university’s mission and goals.

#### **Required Application Documents:**

1. A completed application cover sheet, including a section for a one-paragraph nomination (case statement) by the nominator. If the faculty member is self-nominating, they may leave this portion blank.
2. A short statement written by the nominee that addresses the award criteria. Service that has occurred over the past three years should be emphasized. Earlier accomplishments with continuing high impact can also be addressed. Nominee should reference evidence in the dossier as appropriate. Nominee should also indicate the percentage of time dedicated to service during each of the three years under evaluation.
3. One (1) letter of support written by the nominee’s Dean, Assoc. Dean or Dept. Chair, that addresses the award criteria. Please indicate the nominee’s workload allocation for service in the past three years.
4. (*Optional*) Up to three (3), additional letters of support from constituencies that have been impacted positively through the candidate’s service.
5. An abbreviated curriculum vitae that highlights relevant accomplishments.

**Application Checklist:**

<b>Application Document</b>	<b>Approximate No. of Pages</b>	<b>Complete</b>
Application Cover Sheet	1 page	
Nominee Statement	2-3 pages	
Letter of Support	1 page	
Additional Letters of Support	1-3 pages	
Curriculum Vitae	1-5 pages	

The nomination file should be clearly labeled and submitted via email to Colleen Fettig ([fettigc@seattleu.edu](mailto:fettigc@seattleu.edu)) in the Provost's Office, who is providing administrative support to the Awards Committee. Colleen will send a confirmation email that the completed application has been received. If you do not receive a confirmation email, please reach out to Colleen. All documents will be kept on a secure platform. **Application deadline is Friday, March 8, 2024.**

***Provost's Award for Outstanding Service and Institution Building for  
Full-Time Term Faculty  
Application Cover Sheet***

<b>Nominee Name:</b>	
<b>Nominee Title:</b>	
<b>Nominee Department:</b>	
<b>Nominator:</b>	

**Please provide a brief nominating statement that makes a concise case for receiving the indicated award. (Please limit to 500 words or less)**

**Please email completed form to Colleen Fettig ([fettigc@seattleu.edu](mailto:fettigc@seattleu.edu)). Application deadline March 8, 2024.**