

2008

Excellence Through Commitment Awards Guidelines

Southern Illinois University Carbondale
Revised (August 2008)





Southern[™]
Illinois University
Carbondale

Excellence Through Commitment Awards **Southern Illinois University Carbondale**

Guidelines

(Revised August 2008)

The Excellence Through Commitment Awards Program was established on the Southern Illinois University Carbondale (SIUC) Campus in 2003 in accordance with the core values of ***Southern at 150: Building Excellence Through Commitment***. The core values state, “**Excellence as the measure of all things:** We will seek excellence in everything we do,” and “We will recognize that Southern Illinois University Carbondale is a place that values people and the human spirit.”

The establishment of these awards is evidence that SIUC is committed to recognizing the excellence in performance of its faculty, civil service, administrative/professional, graduate student, and student employees. These awards will recognize employees who continually strive towards excellence while keeping the mission of the University, educating students, in focus.

AWARD CATEGORIES & PURPOSE

UNIVERSITY LEVEL OUTSTANDING TEACHER: To recognize a tenured faculty member who has demonstrated exceptional skill in teaching.

UNIVERSITY LEVEL OUTSTANDING SCHOLAR: To recognize and promote outstanding scholarly research and creative endeavors.

COLLEGE LEVEL OUTSTANDING TEACHER: To recognize a tenure or tenure-track faculty member who has demonstrated exceptional skill in teaching.

COLLEGE LEVEL OUTSTANDING SCHOLAR: To recognize and promote outstanding scholarly research and creative endeavors.

OUTSTANDING LIBRARIAN: To recognize a librarian who has demonstrated exceptional skills in Librarianship.

OUTSTANDING CIVIL SERVICE EMPLOYEE: To recognize a Civil Service employee who has demonstrated excellence in their performance at Southern Illinois University Carbondale.

OUTSTANDING CIVIL SERVICE TEACHING SUPPORT: To recognize a Civil Service employee who has demonstrated exceptional skill and effort in supporting teaching.

OUTSTANDING ADMINISTRATIVE/PROFESSIONAL STAFF: To recognize an Administrative/Professional Staff employee who has demonstrated excellence in their performance at Southern Illinois University Carbondale.

OUTSTANDING ADMINISTRATIVE/PROFESSIONAL TEACHING SUPPORT: To recognize an Administrative/Professional Staff employee who has demonstrated exceptional skill and effort in supporting teaching.

OUTSTANDING TERM FACULTY TEACHING: To recognize a non-tenured-track faculty member who has demonstrated exceptional skill in undergraduate teaching.

UNIVERSITY WOMEN OF DISTINCTION AWARD: To recognize employees who have demonstrated a sustained commitment to women and/or issues of diversity through demonstrated leadership, vision, or actions in a profession, area of expertise, or in service to the University community. Awards will be given in three categories: faculty, administrative professional, and civil service."

OUTSTANDING GRADUATE STUDENT RESEARCH: To recognize a graduate student whose achievements in research are exceptional and noteworthy.

OUTSTANDING GRADUATE TEACHING ASSISTANT: To recognize a Graduate Teaching Assistant who has demonstrated exceptional skill in teaching.

OUTSTANDING STUDENT EMPLOYEE: To recognize a student employee who has demonstrated reliable, exceptional work, initiative, professionalism and uniqueness of contribution.

OUTSTANDING FACULTY MEMBER TEACHING IN THE CORE CURRICULUM: To recognize the outstanding achievement of a University core curriculum faculty member.

OUTSTANDING GRADUATE ASSISTANT TEACHING IN THE CORE CURRICULUM: To recognize the outstanding achievement of a University core curriculum graduate assistant.

COORDINATION AND STANDARDS

Coordination and Nature of Each Award Category

AWARD CATEGORY	COORDINATOR	NATURE OF AWARD
UNIVERSITY LEVEL		
Outstanding Teacher	Provost and Vice Chancellor or his/her designee	Monetary Award, OTS Award, Certificate, Watch, Title of Distinguished Teacher & Parking Space (1 yr)
Outstanding Scholar	Vice Chancellor for Research and Graduate Dean or his/her designee	Monetary Award, OTS Award, Certificate, Watch, Title of Distinguished Scholar, and Parking Space (1 yr)
Outstanding Civil Service Employee	Executive Director for Administration	Monetary Award, Certificate, Watch, and Parking Space (1 yr)
Outstanding Civil Service Teaching Support	Executive Director for Administration	Monetary Award, Certificate, Watch, and Parking Space (1 yr)
Outstanding Administrative/ Professional Staff	Executive Director for Finance	Monetary Award, Certificate, Watch, and Parking Space (1 yr)
Outstanding Administrative/ Professional Teaching Support	Executive Director for Finance	Monetary Award, Certificate, Watch, and Parking Space (1 yr)
Outstanding Term Faculty Teaching	Provost and Vice Chancellor or his/her designee	Monetary Award, Certificate, Watch, and Parking Space (1 yr)
University Women of Distinction	Director, University Women's Professional Advancement	Monetary Award, Certificate, and Watch, and Parking Space (1 yr.)
Outstanding Graduate Student Research	Vice Chancellor for Research and Graduate Dean or his/her designee	Monetary Award and Certificate
Outstanding Graduate Teaching Assistant	Provost and Vice Chancellor or his/her designee	Monetary Award and Certificate
Outstanding Student Employee	Vice Chancellor for Student Affairs or his/her designee	Monetary Award and Certificate
COLLEGE LEVEL		
Outstanding Teacher	Dean of College via the Provost and Vice Chancellor or his/her designee	Monetary Award, OTS Award, Certificate, & Watch
Outstanding Scholar	Dean of the College via the Vice Chancellor for Research and Graduate Dean or his/her designee	Monetary Award, OTS, Certificate, & Watch
Outstanding Librarian	Provost and Vice Chancellor or his/her designee	Monetary Award, Certificate, & Watch
CORE AWARDS		
Outstanding Faculty Member Teaching in the University Core Curriculum	Provost and Vice Chancellor or his/her designee	Monetary Award, Certificate, & Watch
Outstanding Graduate Assistant Teaching in the University Core Curriculum	Provost and Vice Chancellor or his/her designee	Monetary Award and Certificate

NOTE: "Awards received may be subject to Federal and State taxes as required by law."

The criteria for each of the above awards are outlined in the following section entitled, "Standards for All Awards," with additional guidelines to follow from the designated coordinator.

STANDARDS FOR AWARDS

The ***Excellence Through Commitment Awards*** at Southern Illinois University Carbondale should be reserved to recognize excellence in performance among people in their respective roles of work classification.

An employee must have been in employment for a period of five (5) consecutive years to be considered for any award with the exception of those directed towards the University Women of Distinction Award who must have been employed for at least ten (10) years and the full-time students who must have been employed at least six (6) months. No employee will be awarded the same award more than once in ten (10) years, or more than one (1) award in a given year. However, in the case of the University Women of Distinction Award, no employee will receive this award more than once over the span of their career at the University. In addition, no employee will receive more than one recognition watch over the span of their career at the University.

Nomination packages for **all awards, in every category** will consist of the following:

1. A nominating letter from a "sponsor" for the individual nominated. This sponsor will assume the coordination role for assembling the package of materials described below. The sponsor letter will be no more than four type-written pages in length.
2. A current resume or vitae of the individual being nominated including a complete professional employment history. There is no limit to the length of this document but it should be a resume or vitae and is not to include exhibits or supporting information. The burden of making the case for excellence lies with the letters and the professional history of the nominee.
3. Up to six supporting letters of no more than two type-written pages each. Depending on the award, letters can be from individuals within and external to SIUC.
4. The **complete** package (sponsor letter, resume or vitae and up to six supporting letters) must be received by the appropriate review committee by the posted date. **All materials should be submitted in an electronic format (i.e., via email or CD)**. Materials **will not** be accepted after this posted date.
5. The coordinator for each award category will forward a final recommendation of nominee to the Office of the Chancellor by the first University business day of February each year.

The construct, clarity and composition of the nomination packages is important as they will become a part of the living history of excellence at Southern Illinois University Carbondale and will be archived in the Library as part of our institutional commitment to improvement.

REQUEST FOR NOMINATIONS

The Chancellor's Office shall be responsible for working with University Communications to release the formal advertisement requesting nominations for each of the awards.

EXCELLENCE THROUGH COMMITMENT AWARDS COMMITTEE

The *Excellence Through Commitment* Awards Committee will be appointed by the Chancellor and will be representative of each of the Campus constituency groups. The Committee is charged with the responsibility for assisting with the solicitation of nomination(s) for each of the award categories. In addition, the Committee will be responsible for periodically reviewing and updating the awards guidelines as deemed necessary.

AWARD COMMITTEES COMPOSITION

Each Award category will have a committee composed of members of the University community as described below. The Committee for each award category will be knowledgeable of the community served and will be configured and appointed by the coordinator.

Final recommendations by each of the award coordinators shall be submitted to the Chancellor's Office **by the first business day of February of each year**, as this will allow for the ordering of the recognition watches and preparation of other award materials to be given at the April dinner.

The Chancellor's Office will inform the Office of Constituent Relations and Special Events of the names and contact information for each award recipient the second week in February of each year.

ANNOUNCEMENT OF AWARDS

The Chancellor's Office will contact each of the award recipients to extend congratulations and provide details of the annual awards dinner. After this notification, the Chancellor will send a follow-up congratulatory letter to each of the award recipients, as well as, a congratulatory letter to those individuals who were nominated but not chosen. These notification letters will include copies to the all nominators. The Chancellor's Office will work with University Communications to prepare press releases for public announcement of the awards. The confidentiality of these awards will be kept only until such public announcement is released, and once announced, the colleges and constituency groups may proceed with their own announcements and recognition ceremonies if they so desire.

In addition, the Office of the Chancellor will provide the Office of Constituent Relations and Special Events with final details for each award recipient and request that they proceed with the preparation of the awards and coordination of the dinner. The following individuals will be invited to attend the Chancellor's recognition dinner:

College Level Awards: The Dean and one guest and the award recipient and one guest.

University Level Awards: The sponsor (nominator) and one guest and the award recipient and one guest.

Core Awards: The award recipient and one guest.