

THE OFFICE OF ACADEMIC AFFAIRS



2015 Exemplary University Service Awards *Criteria and Nomination Process*

THE AWARD

The University of Akron will recognize employees whose contributions to the development and implementation of University policies and programs have been extensive and have made a documentable impact on the quality of the University through significant and sustained service with the Award for Exemplary University Service. The award will include a \$1,500 honorarium.

ELIGIBILITY

All full-time University of Akron contract professionals and staff employed by the University for at least five years are eligible for consideration for this award. Documented evidence of an impact on the quality of the University through significant and sustained service is required. Nominees will have exhibited leadership and should have evidence of continuing effectiveness in their job responsibilities.

APPLICATION PROCESS

Individuals who are nominated by their department should collect, prepare, organize, and submit a portfolio containing the following materials to the Office of Academic Affairs, Buchtel Hall 102, by 4 pm on Monday, March 2, 2015. The materials should be contained in a 3-ring binder with labeled tabs for each of the requested sections.

1. A current and complete resume
2. Supporting material (no more than 20 pages, single-sided), that includes:
 - a. A letter of nomination from the supervisor or director
 - b. A letter of application—no more than 4 pages in length—responding to the general criteria, highlighting applicant's level of engagement with **verified** impact on the University community
 - c. Testimonials and letter of support—no more than 5, total—that focus on the applicant's engagement supporting significant and sustained service
 - d. A complete list of activities/projects that the nominee has been **substantially** involved in
 - e. Other forms of **verifiable** evidence or artifacts collected within the past three years which support the application

GENERAL CRITERIA

Excellence in university service can take many forms. Those submitting materials may want to consider the following perspectives:

A recipient of the Award for Exemplary University Service demonstrates exceptional:

- **Accomplishments**—in his/her area of responsibility, the recipient has made outstanding contributions to the University's goals as delineated in *Vision 2020*.
- **Administrative achievement**—the recipient contributes to the development and implementation of University policies and programs that have had a significant impact.
- **Creativity**—ability to adapt/develop new solutions to the ever-changing needs of the University, its students, and constituents.
- **Service (including mentoring, advising, cooperation with other units on campus)** in his/her position, the recipient has contributed to the success of the University through cooperation with other units, helping students and colleagues succeed, developing programs worthy of recognition, etc.

Submit Nominations by Monday, March 2, 2015 to: Excellence in Community Engagement Award Committee, Office of Academic Affairs, attention Laurel Rooks