



### **Excellence in Faculty Service Award**

Nominations by faculty and administrators, as well as self-nominations are welcome for the Service category of the Faculty Excellence Awards. The call for nominations and self-nominations will go out via campus email to the entire campus.

#### **THE AWARD**

The ***Excellence in Faculty Service Award***, presented annually, gives recognition to a member of the Adelphi faculty who has established a record of consistent and outstanding service to the University community, the external community, and/or discipline or profession. The award carries a prize of \$5000. Additionally, award recipients will:

- be honored at an awards luncheon with the Provost
- receive a framed certificate.
- be featured in University communications
- have a reserved front-of-house seat at commencement

#### **ELIGIBILITY**

Candidates for the award must be **full-time tenured** faculty, **tenure-track** faculty, **clinical** faculty, **or teaching professors** and have been full-time at Adelphi for a minimum of five years. Recipients of the ***Excellence in Faculty Service Award*** will serve on the selection committee for the subsequent three years.

#### **THE NOMINATION PROCESS**

- **Faculty, Administrators and self-nominators:**
  - must submit a nomination through the online submission form.
  - A letter of recommendation can be attached in the submission form or can be emailed to [adelphifacultyexcellenceawards@adelphi.edu](mailto:adelphifacultyexcellenceawards@adelphi.edu) before the **February 24<sup>th</sup>** deadline. The letter must be signed by at least three additional faculty members and should provide detailed examples to support the nomination.

#### **ROLE OF THE NOMINEE**

The Provost's Office, on behalf of the committee members, will notify faculty nominees. The nominees will then be required to submit supporting materials to include the following:

- (1) a current curriculum vitae,

- (2) a statement describing the scope of his/her service and particular achievements, **identifying service for which any release time and/or stipend was awarded**,
- (3) any available documentation, such as copies of letters of citation and merit for particular service accomplishments.

Nominees for the award must have demonstrated consistent and exceptional service while at Adelphi with evidence of positive outcomes. The service may be in one or more of the following arenas:

- At the University -- including exhibiting exceptional leadership in faculty governance, on University committees and councils, serving in an advising capacity to student organizations or committees, and participating in the recruitment and professional placement of students.
- At the local community, regional, national or international levels --specifically the contribution of professional expertise and talents to support the community outreach mission of Adelphi.
- At the level of the discipline or profession -- including serving as an officer or committee member for professional or discipline-based organizations.

The nature of the service must go beyond those obligations generally considered part of the basic professional service necessary for faculty advancement at the University. There must be evidence of leadership or extraordinary achievement in the venues in which service is carried out. Service must extend over multiple years and involve a substantial commitment of time and effort. Nominees should have demonstrated initiative and outstanding performance in meeting these criteria. Service should be exceptional and transformative, having had a significant positive impact on the University and/or external community.

## **SELECTION PROCESS**

A committee of faculty composed of past recipients and other faculty appointed by the Provost will receive and review the nominations.

## **NOTIFICATION**

Award recipients will be announced at the last Full Faculty Meeting of the year— all nominees are asked to attend that meeting.

Note: Award recipients will not be eligible for re-nomination again for five years.

- **The deadline for nominations is February 24, 2025. Once notified by the Provost's Office, faculty nominees have until March 28, 2025 to forward all supporting material to [adelphifacultyexcellenceawards@adelphi.edu](mailto:adelphifacultyexcellenceawards@adelphi.edu).**