

## **DISTINGUISHED SERVICE AWARD Nomination Guidelines**

1. Any member of the University of South Florida community may submit documented nominations of persons holding an appointment in "professorial rank" at USF for the Distinguished Service Award. "Professorial rank" refers to faculty in the rank of Assistant Professor, Associate Professor, or Professor.
2. Documented nominations are to be submitted to the chairperson of the department with which the candidate is affiliated, and a notice of the nomination is to be forwarded by the nominator to the Chairperson of the Honors and Awards Council. A notification form to be used for this purpose is attached to these guidelines.

The department chairperson will forward the nomination to the college dean with any comments he or she chooses to make. Each dean will forward all nominations for consideration to the Chairperson of the Honors and Awards Council with such comments as he or she chooses to make by the deadline date.

3. Nominations must be accompanied by comprehensive curriculum vitae, including evidence to support service to the University, the community, and the profession or discipline. Such documentation may include:
  - a. Documentation of service on university-level councils and committees and major college or departmental committees;
  - b. Service to one's discipline as reflected by editorships, reviewing for scholarly publications, holding elected office in learned and professional societies, participation in the evaluation procedures of granting agencies, and other related activities; and
  - c. Service to the community, state, and region including extension of teaching, scholarly activities, and clinical service to the discipline or profession or to the betterment of society.
4. Performance during the entire career of the nominee will be considered. However, recent accomplishments meeting the following criteria will receive major emphasis:
  - a. Service provided on behalf of the University;
  - b. Useful endeavors that do not result in personal financial reward; and
  - c. Contributions to the welfare of the University, the community, and society.

5. Candidates may be renominated in subsequent years. Repeated awards for Distinguished Service will be given only under highly unusual circumstances.
6. Decisions by the committee will be transmitted as recommendations to the Provost and President for their action.
7. No award will be considered final and official until it is formally announced by the President of the University.

**DOCUMENT PREPARATION**  
**Checklist for DISTINGUISHED SERVICE AWARD Nomination**

Any member of the University of South Florida community may submit documented nominations of persons holding an appointment in "professorial rank" at USF for the Distinguished Service Award. "Professorial rank" refers to faculty in the rank of Assistant Professor, Associate Professor, or Professor.

Briefly, under which criteria/s are you nominating this candidate:

- \_\_\_ Service on university level councils and committees and major college or departmental committees;
- \_\_\_ Service to one's discipline as reflected by editorships, reviewing for scholarly publications, holding elected office in learned and professional societies, participation in the evaluation procedures of granting agencies, and other related activities;
- \_\_\_ Service to the community, state, and region including extension of teaching, scholarly activities, and clinical service to the discipline or profession or to the betterment of society.
- \_\_\_ Service provided on behalf of the University
- \_\_\_ Useful endeavors that do not result in personal financial reward or
- \_\_\_ Contributions to the welfare of the University, the community, and society

The Honors and Awards Council requests the nomination dossier to be organized in the following order. Please use font point 11 or higher throughout the document

- \_\_\_ A one-page nomination letter (a cover sheet with a brief explanation of why this person is a compelling nominee for this award with the nominator's signature)
- \_\_\_ Table of Contents
- \_\_\_ Curriculum Vitae
- \_\_\_ Documentation specifying the nominee's qualifications for selection (limit 5 pages)
- \_\_\_ A list of the nominee's achievements (limit 2 pages)
- \_\_\_ A list of the nominee's recognitions (limit 2 pages) and

\_\_\_ Letters (internal and external) of recommendations (suggested guidelines: minimum 3, no maximum)

\_\_\_ Nominator may add any other supporting materials in an Appendix format.

Submission format:

\_\_\_ Electronic file in Portable Document Format (pdf) Maximum 12 MB  
(Use Acrobat Professional to alter the size of the file if larger than 12 MB)

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_