

Excellence Through Commitment Awards Guidelines

Southern Illinois University
Carbondale

(Updated October 2010)





Southern™
Illinois University
Carbondale

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

Guidelines

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 NON-TENURE TRACK 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 NATURE OF AWARDS

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

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. The following are the standards for the awards:

Must be a current, full-time SIUC employee, (includes School of Medicine employees) who has been employed 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 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.

REQUEST FOR NOMINATIONS

The coordinators of each award will be responsible for requesting nominations for each of the awards.

NOMINATION PACKAGES

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.

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.

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**, as this will allow for the ordering of the certificates and preparation for the April reception.

EXCELLENCE THROUGH COMMITMENT AWARDS COORDINATORS

The ***Excellence Through Commitment*** Awards Coordinators will be appointed by the Chancellor. The Coordinators are charged with the responsibility for assisting with the solicitation of nomination(s) for each of the award categories.

AWARD COMMITTEES COMPOSITION

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

ANNOUNCEMENT OF AWARD RECIPIENTS

The Chancellor's Office designee will contact each of the award recipients to extend congratulations on behalf of the Chancellor and provide details of the annual awards ceremony. Once all recipients have been notified, the Chancellor will send a congratulatory letter to each of the award recipients. These notification letters will include copies to the all nominators. The Chancellor's Office designee will work with University Communications Office to prepare press releases for public announcement of the awards.

CONFIDENTIALITY OF AWARDS

The confidentiality of these awards will be kept only until the Chancellor's designee has contacted all of the recipients. The Chancellor's designee will contact the award coordinators once all recipients have been notified and the colleges and constituency groups may then proceed with their own announcements and recognition ceremonies if they so desire.

AWARDS CEREMONY COORDINATION AND INVITES

By the second week in February of each year, the Office of the Chancellor will provide the contact in 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 certificates and coordination of the awards reception.

The following individuals will be invited to attend the Chancellor's awards recognition event.

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.

UPDATE OF AWARDS WEBSITE

The University Communications office will be responsible for updating the Excellence Awards Recipient Website upon completion of the awards process each year.