

**University of Central Florida**  
**UCF PROGRAM ANNOUNCEMENT**  
**Awards for Excellence in Professional Service**

**Applications due to the college deans: January 12, 2015**

**Selections due from the committees to the Faculty Senate: no later than 5:00 p.m.  
February 9, 2015**

**Program Overview**

UCF sponsors the University Excellence in Professional Service Awards to honor faculty members who demonstrate a record of excellence in service to the University of Central Florida and professional service. Two university awards are available. Each academic college may nominate up to two candidates for these awards.

**Funding**

The amount of each of the two professional service awards is \$2,000. This program is funded by the Division of Academic Affairs. Award amounts are treated as income and are subject to normal withholding tax.

**Faculty Eligibility**

- must be nominated by a faculty member, department chair, a colleague, or be self-nominated
- must have a full-time assignment and hold the rank of instructor, lecturer, assistant professor, associate professor, or professor
- must have served as a full-time UCF faculty member for at least two consecutive years prior to the current year (academic years 2012–13 and 2013–14)
- must not have received a UCF professional service award in the past three years (academic years 2011–12, 2012–13, and 2013–14)
- must have been assigned professional service duties during 2013-14

**Application and Supporting Documentation**

Each nominee must submit a portfolio including evidence of accomplishment, recognition, and level of service provided. Nominees should undertake primary responsibility for preparing documentation to support their nomination. **Only materials organized in a one-inch, loose-leaf binder and organized using tabs for the important sections will be accepted.** Applications with attachments in excess of the one-inch binder will not be considered. Tabs should include:

- nominating letter
- curriculum vitae
- service to university
- professional service
- service to civic organizations
- public service
- miscellaneous supporting documents

The awards committees will take the following criteria and supporting data into account when making their determinations. The criteria and supporting materials that should be provided to form a basis for evaluation are listed in priority order:

- **Primary Criteria (50 percent weight):** Evidence of effectiveness in service to the university. (For example, evidence showing that the nominee worked diligently and effectively on university, Faculty Senate, college, or department committees.)
- **Secondary Criteria (30 percent weight):** Evidence of significant accomplishment in professional organizations (regional, national, or international) in the nominee's discipline.
- **Secondary Criteria (20 percent weight):** Evidence of recognition during the year for outstanding service to civic, public, or professional organizations.

### **Evaluation and Award Process**

The dean of each college will charge a faculty committee to evaluate the documentation and nominate candidates for the two available University Excellence in Professional Service Awards. If, in the judgment of the committee, no nomination is merited, none need be made. Nominations and supporting documentation for these awards must reach the college committee by **Monday, January 12, 2015**. (Faculty members who are under consideration may not serve on the selection committee in any capacity.)

The college committee will complete their reviews and make their selections by **Monday, February 9, 2015**. All nominees will be notified of their selection status and a list of the awardees and their files will immediately be forwarded to Dr. Reid Oetjen, Chair of the Faculty Senate, in Philips Hall, Room 207. A committee designated by the Faculty Senate will select two individuals from among these candidates to receive the University Excellence in Professional Service Awards. The Division of Academic Affairs will notify nominees of their selection status. All awards will be presented at the Founders' Day Honors Convocation in April 2015.

**Once the selection process is complete, the college and university committees will return the notebooks to the appropriate dean's or director's division to be returned to faculty members.**