**SERVICE TO THE COLLEGE AWARD**

**COLLEGE OF APPLIED SCIENCES AND ARTS**

**ESTABLISHED IN 2004 IN THE SPIRIT OF SOUTHERN AT 150**

**DEFINITION**

For the purposes of this award, service to the college is defined as a collection of actions, attitudes and behaviors that promotes a vision of pride and community from within the college. Award nominees create “a culture where all employees embrace their responsibilities for the recruitment and retention of students, and act as good-will ambassadors” to the college, as articulated in *Southern at 150*, the SIUC Strategic Plan (2003). Such individuals may:

- Advance the Mission of the College
- Accomplish Job Duties in an Exemplary Manner
- Improve Job and Workplace Efficiency, Productivity, Safety and Environment
- Improve Workplace Morale
- Model Exemplary Personal and Professional Behavior
- Support the Job Performance of Other Employees
- Increase Job Knowledge and Expertise

**ELIGIBILITY**

Individuals employed in administrative/professional (A/P) and civil service positions 18.75 or more hours-per-week by the College of Applied Sciences and Arts are eligible for the award.

**NOMINATION**

Completed nomination forms (please see reverse) accompanied by supporting documents specified on the nomination form are accepted from any individual, including award nominees.

The dean of the college is responsible for annually soliciting nominations for the award and submitting the nominations of eligible nominees to the selection committee.

Nominations are not carried forward from year-to-year, but may be resubmitted.

Completed nomination forms accompanied by documents specified on the nomination form should be mailed or otherwise submitted annually by March 31, to the following address: Selection Committee, Service to the College Award (A/P-CS), College of Applied Sciences and Arts, Southern Illinois University, Mailcode 6604, Carbondale, IL 62901.

**SELECTION PROCESS**

The award recipient is selected by the selection committee at the pleasure of the committee by a simple majority. The selection committee is comprised of one individual from each of the following constituencies within the college:

- Faculty (three-year term)
- Students (one-year term)
- A/P Staff (three-year term)
- Civil Service Staff (two-year term)

Committee members are appointed by the dean of the college for the terms specified above and no more than one committee member is from a single department within the college.

The *constituent development officer* of the college is an *ex officio* member of the committee and convenes and chairs the committee, but casts a vote only to break a tie committee vote.

**AWARD**

The recipient of the award will receive $500 in cash and a plaque to be presented at an awards luncheon hosted by the dean. The recipient’s name also will be inscribed on a permanent, prominent wall plaque in the office of the dean.

**NOMINATION FORM**

Please see reverse. Please telephone 618-536-6682 for more information.
ADMINISTRATIVE, PROFESSIONAL OR CIVIL SERVICE EMPLOYEE

SERVICE TO THE COLLEGE AWARD

COLLEGE OF APPLIED SCIENCES AND ARTS

ESTABLISHED IN 2004 IN THE SPIRIT OF SOUTHERN AT 150

NOMINATION FORM

Please See Reverse Before Completing this Form

Name of Nominee: _____________________________

College Department in which Nominee is Employed: _____________________________

E-Mail Address of Nominee: _____________________________

Office Telephone of Nominee: _____________________________

Name of Individual Submitting Nomination: _____________________________

E-mail Address of Individual Submitting Nomination: _____________________________

Telephone Number of Individual Submitting Nomination: _____________________________

Mailing Address of Individual Submitting Nomination: _____________________________

The following documents must be submitted with the completed nomination form:

A detailed narrative of the nominee’s service to the college.

Letters from no more than two co-nominators stating why the nominee should receive the award.

Completed nomination forms accompanied by documents specified on the nomination form should be mailed or otherwise submitted by March 31 to the following address:

Selection Committee
Service to the College Award (A/P-CS)
College of Applied Sciences and Arts
Southern Illinois University
Mailcode 6604
Carbondale, IL 62901

For More Information: 618-536-6682