COLLEGE OF APPLIED SCIENCES AND ARTS
http://www.asa.siuc.edu

Service to the College Award

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. 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 (AP) or civil service (CS) full-time positions by the College of Applied Sciences and Arts are eligible for the award.

NOMINATION
Completed nomination forms (please see attached) 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 (AP - CS), College of Applied Sciences and Arts, Southern Illinois University, Mailcode 6604, Carbondale, IL 62901.

SELECTION PROCESS
A Selection Committee appointed by the Dean of the College with the following terms and no more than one committee member from a single department within the College: (1) Faculty (three-year term); (2) Students (one-year term); (3) AP Staff (three-year term); and (4) CS staff (two-year term). The Committee will rank all candidates according to appropriateness and will provide to the Dean of the College the top rankings.

The Associate Dean for Administration 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.

The Selection Committee will provide the Dean of the College with a maximum of three (3) candidates for selecting the award winner. The Dean will make a final decision on the award winner in consultation with the Department Chairs and School Directors of CASA. The name of the award recipient will remain strictly confidential until announced by the Dean of the College.

AWARD
The recipient of the award will receive $500 in cash and a certificate to be presented by the Dean. The recipient’s name will be inscribed on a permanent, prominent wall plaque in the office of the Dean.

NOMINATION FORM
Please see the attached form. Please call 618-536-6682 for more information.
NOMINATION FORM
Please See the Instructions 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.