

Application for Excellence in Service Award

Description: Ithaca College is pleased to invite applications for an Excellence in Service Award, an award of \$1,000 and one-course released time. In order to be eligible, the candidate must be a full-time faculty member who has completed at least one year of employment at Ithaca College and who will be full time during the 2002-2003 academic year.

The foremost criterion for this award is the description of service in the *Ithaca College Faculty Handbook* (see reverse). Applications will be reviewed by the Faculty Development Committee and a previous recipient of the Excellence in Service Award. Reviewers are ineligible for this award and may neither nominate nor write in support of a candidate. The awardee will be recognized at the annual luncheon for recipients of faculty development awards held in May and at Commencement.

Instructions: Any faculty member from the college community may nominate an individual. It is the nominator's responsibility to complete and submit this application along with a nominating letter. Self nominations and student nominations are not eligible. The following must be included: an application form; a nominating letter by a faculty colleague; a letter of application by the nominee; three support letters from faculty, professional/community colleagues or students, at least one from Ithaca College; and a curriculum vitae. Responses to items on this form must be typed or printed legibly using black ink. All materials from the nominee, faculty, professional/community colleagues or students must be submitted with this form. The support letters from faculty, professional/community colleagues or students should describe the writer's relationship with the candidate. Comments must focus on service as described on the reverse. Examples of exemplary performance should be included. Each support letter must be typed and no longer than two pages in length. There is no length restriction for the curriculum vitae. **This form and the supporting materials must be submitted together to Robert Sullivan, Chair, Faculty Development Committee, Department of Speech Communication, 429 Muller Center, 274-3930, rsulliva@ithaca.edu, by Friday, March 29, 2002.**

1. Candidate Information

Name:

Department/Program:

Office Phone Number:

Teaching Content Area(s):

2. Nominator Information

Name:

3. Support Statement Information (faculty, professional/community colleagues or students, at least one from Ithaca College)

Name:

Name:

Name:

Description of service excellence in *Ithaca College Faculty Handbook* (4.5.3ff):

4.5.3 Service

This service includes both ad hoc and formal activities within the department, planning unit, school, and College. In addition, faculty may choose to serve in external professional organizations.

4.5.3.1 Service to the Department, Planning Unit, and/or School

Both ad hoc and formal activities are routinely expected of all faculty within a department, planning unit, and/or school. Ad hoc activities may include such duties as being available for interviews with prospective students and their parents, being available to alumni and alumnae, and working at recruitment programs and at registration. Formal activities include, but are not limited to, participation in scheduled department, planning unit, and school meetings and participation on departmental, planning unit, and school committees.

4.5.3.2 Service to the College

All faculty are expected to attend Commencement, formal convocations of the College, and scheduled all-College faculty meetings. The standing committees of the College are a very important part of faculty responsibility, and availability for service on these standing committees and on all-College ad hoc committees is expected of all faculty. No faculty member shall be expected to serve on more than one all-College standing committee at a time.

4.5.3.3 Service to the Profession

Subject to planning unit and school standards, service to the profession may be considered as a partial substitute for service to the department, planning unit, school, and College. Professional service includes, for example, holding office in a professional organization, refereeing grant proposals for an external agency, or professional service in community agencies or organizations.