Purpose: The award encourages and rewards those who serve the university community (including department and college), as well as professional community.

Overview: The Excellence in University Service Award is presented by Georgia College to recognize extraordinary service and contributions to the Georgia College community by a full-time, tenured faculty member. To be eligible for this university-wide award individuals must be nominated by a faculty member, department chair, or dean at the college level. College committees will select their Excellence in University Service award recipient and forward to the university selection committee.

For a previous recipient to be nominated, at least five years must have passed since the faculty member’s most recent recognition with this award. Self-nominations and nominations from students will not be accepted. It is the responsibility of the nominee to ensure completion of the application portfolio.

For their meritorious work award recipients will receive $1000 in their base salary effective the following fiscal year.

The award is not necessarily made annually.

Criteria: The nomination must include evidence that the service to the institution and/or profession represents a noteworthy contribution to the university community. The criteria for this award include the following:

1. A consistent record of service over a period of time as distinct from a one-time contribution.
2. Significant contributions in the form of time, talents, and/or vision that benefit the university at any level: department, academic unit, university as a whole, or profession.

Required Documentation: Nomination portfolios for this award are limited to 17 pages (in a font no smaller than 12 point, single line spacing, 1 inch margins including top and
excluding the application form. Each portfolio must include the following information:

1. **Faculty Excellence Application Form.**
2. **Nomination letter.**
   a. Letter from nominator highlighting noteworthy service and explaining how the candidate meets the criteria.
   b. Maximum of two pages.
3. **Chair letter of support.**
   a. Letter from chair supporting nomination that evaluates service at the department, college, university and/or professional levels using stated criteria.
   b. Maximum of two pages.
4. **Letters of support.**
   a. Two letters from colleagues familiar with the candidate’s service and how it meets the criteria for the award.
   b. Letter can be from colleagues internal and/or external to Georgia College, if external, must state relationship with nominee.
   c. Maximum of two pages per letter.
5. **Service narrative.**
   a. Succinct narrative describing the nature and duration of service and its impact on the university community.
     i. Service can be at the department, college, university and/or professional levels.
   b. Maximum of four pages
6. **CV.**
   a. A condensed curriculum vitae that includes relevant service.
   b. Use distinct headings for department, college, university and/or professional service.
   c. Provide time period/time frame of service provided.
   d. Maximum of three pages.
7. **Dean/Director letter of support.**
   a. Letter describing the faculty’s overall exemplary service.
   b. This letter to be added following the college selection process.
   c. Maximum of two pages.
Portfolio will have the following sections and headings, please do not add sections.

<table>
<thead>
<tr>
<th>Section</th>
<th>Topic</th>
<th>Maximum # of Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Faculty Excellence Application Form</td>
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<tr>
<td>2</td>
<td>Nomination letter</td>
<td>2</td>
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<td>3</td>
<td>Chair support letter</td>
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<td>4</td>
<td>Letters of support</td>
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<td>5</td>
<td>Service narrative</td>
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<td>6</td>
<td>CV</td>
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<td>7</td>
<td>Dean/Director letter of support*</td>
<td>2</td>
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</tbody>
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Total Maximum Pages 17

Required formatting: No font smaller than 12 point, single line spacing, 1 inch margins including top and bottom.

All documents must be combined into a single pdf file and submitted by email.

Portfolios that exceed 17 pages (not including application form and dean) or do not meet formatting requirements will not be accepted.

*Letter of support from Dean/Director is required only after college selection is made and the candidate is moving to the university level.

Due Dates:

Nominations to College Dean by: February 13, 2015
Nominees notified by College Dean by: February 16, 2015
College selection received by Dr. Steve Jones by: March 13, 2015
University selection by: April 8, 2015