



SERVICE LEADERSHIP AWARD

PURPOSE OF AWARD

The Dean of College of Education, Health, and Human Services (CEHHS) at California State University initiated this award in recognition of the service leadership activity among faculty. The award seeks to recognize and reward faculty whose service to the college, campus, and/or the wider community contributes to the CSU San Marcos’s classification as “a community-engaged institution.” Faculty members are encouraged to nominate those whose service is judged as particularly valuable contributions to the university, the college, and/or wider community.

TIMELINE:

November 1: Extended to November 15:	Deadline for Nominations
December 15:	Deadline for each unit to submit the names of the Award Review Committee (ARC) to the Dean’s Office
February 1:	Deadline for Dossier Submission
March 1:	Deadline for the ARC recommendations due to the Dean’s Advisory Council
May 1:	Award Announcement

ELIGIBILITY

All current tenured and tenure track faculty members are eligible.

NOMINATION PROCESS

Faculty is nominated for this award by department chairs/school directors, other tenure or tenure line faculty, or by self-nomination.

The first and last name of the nominee should be submitted to the Dean’s Office staff. Please include the name of the award in the email’s subject line. Faculty members who are nominated will be notified by the Dean’s Office and encouraged to accept the nomination.

AWARD CRITERIA

The faculty portfolio is one consisting of teaching, research and service. Less often noticed than teaching or research, service leadership is part of the university's and the college's mission in both teaching and outreach to the community, and has the possibility of making significant contributions both to the campus and to the community at large. The purpose of this award is to recognize an outstanding member of the faculty whose sustained meritorious service leadership provides a worthy and visible example to peers and who applies professional expertise and interests in diverse roles outside the classroom. The award also serves as a means to highlight the collective service of the diverse roles outside the classroom, and the faculty-service that gives CSUSM its classification as a "community-engaged institution".

DOSSIER

Accepting the nomination requires the faculty member to electronically submit a small dossier to an Award Review Committee (ARC) through the Dean's Office staff.

The dossier should be submitted electronically and consist of:

1. A narrative essay of 500-750 words (no more than 2 pages)
2. A complete curriculum vita
3. Up to three items of supporting evidence

Specifically, the applicant's essay should:

- Define the period of service and the activities constituting service
- Describe the specific significance of the service work to the campus, the college, and/or the wider community

Nominees may also address, when appropriate, any student participation in the service activity.

SELECTION PROCESS

The department chairs/school directors will convene an ARC to review dossiers and make recommendations to the Dean's Advisory Council. The ARC should include at least 3 faculty members (may include a lecturer) and no more than 1 faculty member from each department (if applicable).

Each school within the college will nominate one faculty member for the award explaining the reason for their recommendations to the Dean's Advisory Council by March 1. The single criterion for this award is the sustained achievement of service activity with increasingly significant leadership responsibilities. The Dean's Advisory Council will receive the nominees and make the final decision. The Dean will announce the recipient of the award to the community by May 1.

SUBMISSION/INFORMATION CONTACT

Nominations, applications, and all questions should be directed to Melinda Jones in the Dean's Office. She can be reached by phone at 760-750-4291 and by e-mail at mjones@csusm.edu.

AWARD & RECOGNITION

The recipient of the award will be recognized at the CEHHS Annual Recognition Ceremony in early May.