



President's Award for Service Leadership

2024-2025 Guidelines and Call for Nominations

PURPOSE OF THE AWARD

The award seeks to recognize and reward faculty whose service to the campus and/or the wider community contributes to 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 and/or wider community.

ELIGIBILITY

All current tenure-track and lecturer faculty members (including counselors, coaches, and librarians) are eligible for nomination.

TIMELINE

SEP 03	OCT 07	OCT 28	NOV 22	DEC 13	JAN 16, 2025
• Call for nominations	• Deadline for nominations	• Deadline for dossier submissions	• Selection Committee recommendation due to the President	• Award announcement	• CSUSM Awards & Service Celebration

NOMINATION PROCESS

Faculty may be nominated by their peers or self-nominated.

Faculty nomination letters should:

1. include a completed Award Nomination Cover Page.
2. address the award criteria listed below.
3. be between 100-500 words in length.

Faculty who are nominated will be contacted by the Office of the President.

Nomination letters should be submitted electronically to the selection committee through the Office of the President, presidentialawards@csusm.edu. Please include the name of the award in the email's subject line.

SELECTION 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 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 to highlight the collective service of the faculty—service that gives CSU San Marcos its classification as a “community-engaged institution.”

The single criterion for this award is the sustained achievement of service activity with increasingly significant leadership responsibilities.

Dossier

Accepting the nomination requires the faculty member to electronically submit a small dossier to the committee through the staff liaison, presidentialawards@csusm.edu. The dossier should consist of:

1. A narrative essay of up to 1,000 words.
2. A complete vitae or resume.

Specifically, the applicant’s essay should:

1. Define the period of service and the activities constituting service.
2. Describe the specific significance of the service work to the campus and/or the wider community.
3. Presumably, service by tenure-track faculty is part of the faculty member’s job duties. That historically has not been the case for lecturers. All nominees may choose to identify within their curriculum vitae and/or essay what activities are, in every respect, voluntary and have fallen outside their compensated assigned duties.

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

SELECTION PROCESS

The selection committee is composed of the following members:

1. One faculty member chosen by the President
2. One academic administrator chosen by the Provost
3. A member of the Academic Senate Executive Committee
4. One lecturer faculty member appointed by the Academic Senate
5. The faculty member who is the immediate past recipient of the award (or a designee appointed by the Executive Committee of the Academic Senate)

Committee members will review nominations and dossiers and recommend to the President, a faculty member whose service leadership has the greatest impact, value, or significance to the university or the larger community. While it is difficult to rate service based on “greatest” impact, this is the challenge of the Selection Committee. The President will make the final decision based on the Selection Committee’s recommendation.

An announcement to the campus community will ensue after the President has selected the award recipient. Recognition of the honoree will take place at the CSUSM Awards and Service Celebration, and they will receive a \$2,000 privately funded award and a plaque.

The award criteria and process will be reviewed every three years for currency and clarity.

SUBMISSION/INFORMATION CONTACT

Nominations, applications, and all questions should be directed to Melinda Jones in the Office of the President; by email at presidentialawards@csusm.edu.