

# **Milner Library**

## **Outstanding College Service Award**

### **Eligibility and Application Process**

Faculty members whose service accomplishments are unusually significant and meritorious among their colleagues at Milner Library may be considered for the Outstanding College Service Award. This award honors Milner Library's most exceptional leaders in service.

The Outstanding College Service Award provides \$500 in operating funds. The recipient must inform the Dean's office of how the funds are to be allocated (e.g. for equipment, travel, printing, or other expenses) by May 1 of the academic year in which the award is announced.

#### **Eligibility:**

To be eligible to compete for the Outstanding College Service Award, a faculty member must meet the following criteria:

1. Be a full-time tenured or tenure-track member with at least three years of employment, by submission date, at Illinois State.
2. Full-time administrators (e.g. Deans, Associate Deans) are not eligible for this faculty award.
3. Faculty members are eligible to receive multiple awards, but those having received the Outstanding College Service Award within the last five years are ineligible.
4. Members of the University Service Award Selection Committee are not eligible for this award.
5. Full-time tenured or tenure track faculty members may be nominated for this award by a colleague or administrator.
6. Receive support for their application from an associate dean and the college dean, or from a colleague, administrator or member of a governance body knowledgeable about the candidate's service contribution.

#### **Evaluation Criteria:**

The Milner Library faculty member shows evidence of significant responsibility, leadership or contribution on a university or library committee, or to a professional organization, or through consulting.

Service is defined in *Criteria for Appointment, Evaluation, Salary Distribution, Promotion and Tenure*, part II C 1, and "Representative Activities" are listed in part II C 2.

### **Application Components:**

Candidates should define the scope and quality of their service by preparing and submitting:

1. *Milner Library – Outstanding College Service Award Application* cover sheet (available at P:\CoordinationGroups\LibraryCouncil\Tenured and Tenure Track Faculty Caucus\Awards)
2. Letter of application, including a statement of service philosophy that addresses the relation of librarianship, research and service
3. Curriculum vita
4. Summary of service by setting (University, College, Department/School, Profession and Community) and year
5. Supporting documents
6. Summary statement from an Assistant/Associate Dean addressing the applicant's service. This statement should include:
  - a. An evaluation of the candidate's cumulative service contribution to the Department/School, College, and University.
  - b. An evaluation of the candidate's ability to incorporate rigor and challenge into service practices.

*If the Award recipient chooses to forward the application for consideration of the Outstanding University Service Award:*

7. *Illinois State University Service Awards Application Cover Sheet* (available at the Provost web site).
8. A cover letter of support from the Dean of Milner Library

### **Application Procedures:**

1. Each faculty member who wishes to be considered for the award must submit an application to the Tenure/Tenure Track Faculty Caucus Chair/Convener.
2. The members of the Tenure/Tenure Track Faculty Caucus shall evaluate and rank the college's applicants based on their performance in service, and the T/TT Faculty Caucus Chair/Convener will send a letter with a recommendation and ranking to the Dean of Milner

Library. T/TT Faculty Caucus members who are applicants for this award should not participate in these deliberations.

3. The Dean of Milner Library makes the final award decision. If the Award recipient has interest in consideration for the Outstanding University Service Award, the Dean will write a cover letter of support and forward the Illinois State University *Service Awards Application Cover Sheet* and candidate's application, to the Office of the Provost.

**Timeline (dates taken from the Provost Office's Outstanding University Service Award guidelines - <http://provost.illinoisstate.edu/awards/service.shtml>)**

**June:** Information about Milner Library's Outstanding College Service Award application process and timelines is distributed after the Provost's Office makes available Outstanding University Service Awards program information and guidelines.

When the information and guidelines are available the caucus convener will send them to caucus members with specific dates generated by the caucus convener based on the information from the Provost's Office and timeline below. Applicants should have at least four weeks to finalize their applications.

Completed application for the Milner Library Outstanding College Service Award is due to the T/TT Faculty Caucus Chair/Convener, who will send them to the caucus members not applying for the award.

Caucus members will meet and evaluate applications. The caucus members should have at least two weeks to consider applications before they meet. Members who are applying for the award will recuse themselves from this discussion. The caucus convener will send the ranked applications to the dean along with a letter of recommendation. The convener should have at least one week to compose the letter of recommendation.

**September:** T/TT Faculty Caucus recommendation is due to the Dean of Milner Library. The dean should have at least two weeks to review applications before the deadline to notify applicants.

**September:** Dean of Milner Library notifies applicant(s) and T/TT Faculty Caucus Chair/Convener of status of their Award application(s).

*If the Award recipient chooses to forward the application for consideration of the Outstanding University Service Award:*

**Date provided by Provost (likely first business day of October:** Ranked applications for the Outstanding University Service Awards are due from the Dean of Milner Library to the Provost's Office with complete documentation as requested in the service awards guidelines.

Adopted April 8, 2021 T/TT Faculty Caucus