

COLLEGE OF EDUCATION & PROFESSIONAL STUDIES

OUTSTANDING SERVICE AWARD

Application Instructions

Application Deadline: 4:00 pm May 1 *(or the nearest business day if May 1 falls on a weekend)*

All applications, including supporting materials, must be received **electronically** in the Office of the Associate Dean by the application deadline. Please use this Qualtrics form to submit your application for this award:

https://uwwhitewater.co1.qualtrics.com/jfe/form/SV_bd4iRB6ViMPKFVA

Notes: Only complete applications will be reviewed by the Faculty and Staff Awards committee

Application and Process for the College of Education & Professional Studies
Outstanding Service Award

This application is aligned with the university-wide process to recognize outstanding service. Full-time faculty members in the College of Education & Professional Studies at UW-Whitewater are encouraged to apply.

The name of the person selected by the COEPS Faculty & Staff Awards committee as the college award recipient will be forwarded to the University Faculty Service Awards Committee for consideration for the following academic year. The recipient will also be recognized with presentation of an inscribed award plaque at the COEPS Fall Forum, typically held in mid to late August as part of Welcome Week on campus. *Please note that anyone may be nominated (by others or by themselves) for the university faculty service award. The college will put forward a nominee, but others may also do so.*

Submission of Application Materials

1. A letter of nomination no longer than two typed letter-sized pages.
2. A narrative of no longer than three typed pages describing the significance of the candidate's service activities.
3. A listing of titles and dates of service activities. Contributions identified by an applicant must have been made while a member of the faculty at UW-Whitewater.

"Service" is defined as contributions to the University, as well as professional and public services activities.

- Contributions to the University include contributions to the governance, administration, and operation of the institution.
- Professional and public service activities include activities in the faculty member's discipline, art, profession, or society, provided that the faculty member provides such service as a practitioner of his/her discipline, art, or profession, or as a representative of the University or University system.
- Consult the Standard Classification of Performance Data for a list of Service Activities.
- Teaching and research activities are excluded from consideration for this award.