



THE CHANCELLOR'S AWARD FOR EXCELLENCE IN SERVICE FOR CALENDAR YEAR 2011

The Chancellor's Award for Excellence in Service recognizes a faculty member who has performed extraordinary duties within and outside the university. Each spring, nominations will be accepted. The USF St. Petersburg Awards Committee then reviews and selects the winner of this award. The honoree will be introduced and recognized at the Faculty and Staff Appreciation Luncheon on April 5, 2012.

GUIDELINES

I. Eligibility

Candidates must meet the following criteria:

- Must be a full-time faculty member of USFSP for the prior calendar year.
- Must have not previously received this award.
- Must be employed by USF St. Petersburg at the time the award is presented.

II. Nominations

The nomination process works in the following way:

- Nominations can be made by any member of the university community (including self-nominations).
- Nominations should be submitted to the Regional Vice Chancellor's Office.
- The Regional Vice Chancellor's Office will inform faculty of the nominations.

III. Application Process

Applicants must submit the following:

- Application form
- A two-page letter describing the significance of your service activities.
- A detailed listing of your service activities over the preferred qualifying time-frame.
- Priority will be given to non-compensated service.
- Applicants have the option of submitting any or all of the following:
 - Documentation of university service (department, college, or campus) and/or
 - Documentation of service to one's academic discipline (office-holding in learned and professional societies, participation in the evaluation of grants and contracts, or editing a journal or book series) and/or
 - Documentation of service to neighborhood, community, regional, state, and national associations and/or
 - Evaluations of the applicant's service record and/or
 - Peer recommendations.

IV. Procedures

- College Deans and the Regional Vice Chancellor's office will announce the award and make available the application and guidelines for all university personnel.
- All applications should be submitted to the Office of Vice Chancellor for Academic Affairs (BAY 204). The Vice Chancellor will forward the applications to the USFSP Awards Committee.
- The Awards Committee will review the files and select a campus winner. The person chosen for the Chancellor's Service Award will receive a plaque and a check for \$5,000. The honor will be announced at the Faculty and Staff Appreciation Luncheon in April 5, 2012.

V. Deadlines

Materials may be submitted up to 5:00 p.m. on the day indicated.

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| January 9, 2012 | Announcement of awards sent to College Deans |
| January 30, 2012 | Nominations due in Regional Vice Chancellor's office (BAY 204) |
| February 20, 2012 | Applications due in Regional Vice Chancellor's office (BAY 204) |
| February 22, 2012 | Applications forwarded to the USF St. Petersburg Awards Committee. |
| March 23, 2012 | Awards Committee sends recommendations to Regional Vice Chancellor. |



**APPLICATION
THE CHANCELLOR'S AWARD
FOR EXCELLENCE IN SERVICE
FOR CALENDAR YEAR 2011**

Please type or print clearly.

Name _____

College _____

Department/Unit _____

Rank _____

Years at USF St. Petersburg _____

The applicant certifies that she or he meets the eligibility requirements of the Chancellor's Award for Excellence in Service.

Signature **Date**

I certify that the applicant meets all eligibility requirements.

Dean's Signature **Date**