

November 6, 2024

Dear Service Excellence Award Departmental Recipients,

Congratulations on your nomination for the James I. Perkins College of Education Service Excellence Award. In this packet, you will find the procedures for consideration, including portfolio criteria and rubric and the Evidence of Service Excellence Rubric.

The following timeline has been established for the Service Excellence Award.

DATE	EVENTS/DEADLINES	LOCATION
November 6, 2024	Nominee informational meeting	zoom
Jan 31, 2025	Submit Eportfolio via Faculty Success	NA
Feb 11, 2025	Committee decision finalized to forward to dean	NA
March 26, 2025 @ 3:30	PCOE Faculty Award Recognition	TBD

If you have questions about the process, please contact Stacy Hendricks.

Thank you,

Service Excellence Award Committee

Stacy Hendricks, Chair
hendricks1@sfasu.edu

Melissa Hulings
 Lisa McCleary
 Sarah Drake
 Keilea Sumrall

Stephen F. Austin State University Service Excellence Award Criteria & Selection Procedures

Original Implementation: February 2023
Revised: March 2024

Each unit in the Perkins College of Education (PCOE) will nominate a unit recipient and will forward the nominee's name to the Associate Dean's office.

The **purpose** of the PCOE Service Excellence Award is to honor a faculty member who draws on their professional expertise to serve the university, college, profession, and/or broader community in a variety of ways.

To be eligible for the PCOE Service Excellence Award, a faculty member must:

- be in good standing (not on an improvement plan)
- be selected as the Faculty Service Excellence Unit Nominee
- not have been a recipient of the PCOE Faculty Service Award within the three previous academic years
- be a permanent faculty member (clinical or tenure-track) with at least five (consecutive) completed years of service at SFASU

The PCOE **Service Excellence Award** Selection Committee includes a representative (unit head nominated) from each unit. In determining the PCOE Service Excellence Award recipient, the PCOE selection committee will use the PCOE Service Excellence Award Criteria.

The selection criteria are as follows:

- The nominee demonstrates engagement in **academic citizenship** activities such as advising of student groups, student and/or faculty mentoring, leadership in faculty governance, faculty development activities, or leading committees with high impact to the department, college, and/or institution.
- The nominee demonstrates engagement in **professional/disciplinary service** such as leadership in professional organizations, serving as editor/reviewer of scholarly journals, or serving with other institutions on accreditation and/or program evaluation teams.
- The nominee demonstrates engagement in **professional community service** such as providing creative or technical assistance to public and private organizations (e.g., schools, governmental agencies, social service agencies), making academic presentations/performances for general community audiences, and/or serving on community advisory boards that are connected to your profession.

Eportfolio: For consideration, nominees must submit their Service Excellence Award materials (3 academic years including summer) via an electronic portfolio workflow in Faculty Success. Again, the service reviewed should be for 3 academic years and an academic year is considered September 1st-August 31st.

The eportfolio should contain the following elements:

1. Name, Department, and Year of Submission
2. Service Narrative
 - Maximum of 2 single-spaced pages
 - Refer to the descriptions of **each of the three major categories (academic citizenship, professional/disciplinary service, and professional community service)**
3. CV
4. Service Report from Faculty Success (3 academic years including summers)
5. Three (3) letters of support with individual focus on (a) academic citizenship, (b) professional/disciplinary service, and (c) professional community service
6. Video
 - Maximum of 15 minutes
 - Show evidence of actively being involved and engaged in service, specifically related to the three major categories (**academic citizenship, professional/disciplinary service, and professional community service**).
 - **SHOW what you have done in your service opportunities.**
7. Supporting Evidence of Meeting Set Criteria
 - Evidence may have been discussed/shown in video
 - Maximum of 5 one-sided pages

Applicant: _____

Date: _____

Reviewer: _____

Evaluation Rubric¹

Academic Citizenship Activities		
Leader in the Field of Service (8-10 pts)	Accomplished Service (4-7 pts)	Acceptable/Basic Service (0-3 pts)
<ul style="list-style-type: none"> • Strong evidence of engagement in academic citizenship activities (e.g., advising of student groups, faculty governance, etc.) • There is evidence that engagement in academic citizenship activities has resulted in a positive impact for the department, college, and or institution 	<ul style="list-style-type: none"> • Evidence of involvement in academic citizenship activities 	<ul style="list-style-type: none"> • There is little or no evidence of involvement in academic citizenship activities
Professional/Disciplinary Service		
Leader in the Field of Service (8-10 pts)	Accomplished Service (4-7 pts)	Acceptable/Basic Service (0-3 pts)
<ul style="list-style-type: none"> • Strong evidence of leadership in professional/disciplinary service (e.g., journal editor or reviewer, accreditation review team, etc.) 	<ul style="list-style-type: none"> • Evidence of engagement in professional service 	<ul style="list-style-type: none"> • There is little or no evidence of engagement in professional service
Professional Community Service		
Leader in the Field of Service (8-10 pts)	Accomplished Service (4-7 pts)	Acceptable/Basic Service (0-3 pts)
<ul style="list-style-type: none"> • Strong evidence of engagement in community service (e.g., making public presentations, serving on community advisory boards, etc.) • There is evidence that engagement in community service is linked with significant contributions for the community 	<ul style="list-style-type: none"> • Evidence of engagement in community service 	<ul style="list-style-type: none"> • There is little or no evidence of engagement in community service

¹ This Faculty Service Award process was modified from the UTRGV guidelines.

TOTAL Score: _____