

College of Fine and Applied Arts
OUTSTANDING SERVICE AWARD

The *Outstanding Service Award* for the College of Fine and Applied Arts recognizes the importance of service as an element of our role as faculty at Appalachian State University. The award will be presented at the Fine and Applied Arts Awards Ceremony and winners will be recognized during Spring's Commencement.

In this packet you will find:

- 1) Timeline
- 2) Procedures for Committee Operation and Award Selection
- 3) Call for nomination * (which includes criteria)
- 4) Nomination Form *

TIME-LINE:

- February 15 Completed nomination forms due to Dean's Office
- February 17 Dean's Office notifies nominees
- February 29 Supporting materials/portfolio due in Dean's Office
- April 19 Awards presented at FAA Awards Ceremony
- May 12 Winners will be recognized during Spring's Commencement

College of Fine And Applied Arts
OUTSTANDING SERVICE AWARD

Procedures for **Committee Operation** and **Award Selection**

Solicitation of Nominations

- A.** Nomination of faculty in the College of Fine and Applied Arts for consideration for the *Outstanding Service Award* in the College of Fine and Applied Arts should be sought from anyone presently or formerly associated with Appalachian State University. (Students may not nominate faculty in whose courses they are currently enrolled.)

Nomination will be by completion of a brief form and accompanying letter and should address the following:

- a. Context in which decision was made that nominee is deserving of this award, e.g. what have you seen or experienced that makes you believe this faculty member is deserving of this award?)
 - b. Dates and duration of primary contact with the nominee
 - c. Name and mailing address of nominator
 - d. In cases in which a group (e.g., club, fraternity) chooses to nominate a candidate, the members of the group supporting the nomination must complete the letter of nomination, and someone should be identified as a contact person
 - e. Cover letter commenting on:
 - Why this individual deserves this award
 - Examples for the committee to consider
 - Other items deemed pertinent by nominator
- B.** All letters of nomination will be kept, accumulated, and considered for three years. Each letter of nomination is to be given to the nominee after it has been in the committee files for three years, whether or not the nominee has received an award.

Evaluation and Decision on Awards

Evaluation of nominations and decisions on awards shall be by a committee composed of a faculty member from each department in the College. The committee will be chaired by an assistant/associate dean of the college.

1. Criteria for eligibility and selection

- a. Faculty members are eligible after one year's full-time teaching at Appalachian State University
- b. Qualifications to be considered, listed in descending order of importance:
 - Examples of service
 - Concern for student development of an appreciation for service
 - Enthusiasm for service
 - Miscellaneous pertinent items that may arise

2. Designation of Awards

- a. One faculty member will be selected by the committee and the Dean will be notified of the decision.
- b. All letters of nomination will be kept, accumulated, and considered for three years. Each letter of nomination is to be given to the nominee after it has been in the committee files for three years, whether or not the nominee has received an award.

Awards

- A. Awards for outstanding service will be given at the Fine and Applied Arts Awards Ceremony.
- B. The faculty member designated the *Outstanding Service Award* winner shall receive a \$500 reward for travel and or supplies related to their field, as well as a plaque, medallion, or other token of recognition.
- C. The dean of the college or his/her designee shall bestow the award.

TO: Faculty, College of Fine and Applied Arts

FROM: Associate Dean
College of Fine and Applied Arts

SUBJECT: Call for Nomination for *Outstanding Service Award*

In 2002, the College of Fine and Applied Arts instituted the *Outstanding Service Award* all full-time faculty members of the College of Fine and Applied Arts have been at Appalachian for at least one full year are eligible for this award. Any student, faculty member, or staff member may make nominations. *No student may nominate a teacher with whom the student is taking a class at the time of nomination.*

We invite you to make a nomination for the *Outstanding Service Award*. If you are interested in making a nomination, please complete the attached form. In documenting your recommendation(s) for the *Outstanding Service Award*, please discuss how the nominee displayed:

- 1) Examples of service
- 2) Concern for student development of an appreciation for service in one's life
- 3) Enthusiasm for service
- 4) Miscellaneous pertinent items you may wish to add

Return completed Nomination Form *no later than February 15* to:

Garner Dewey, Associate Dean
College of Fine and Applied Arts
Edwin Duncan Hall Room 220 B
Boone, North Carolina 28608-2060

*These materials are also available on the College of Fine and Applied Arts web site at <http://www.faa.appstate.edu/>

Nomination Form
College of Fine and Applied Arts
OUTSTANDING SERVICE AWARD

Return completed forms *no later than February 15* to:

Garner Dewey, Associate Dean
College of Fine and Applied Arts
Owens Field House
ASU Box 32060
Boone, NC 28608-2060

Electronically to: deweygg@appstate.edu

Your Name: _____

Address/ Street/Box Number City State ZIP

Date: _____

Name of Nominee: _____

Department: _____

Your relationship to the nominee: _____

Please describe why you feel the nominee deserves consideration for this *Outstanding Service Award*? Please document your position by commenting on the factors which constitute outstanding service mentioned in the cover letter. Feel free to attach additional pages; the more complete and specific your assessment, the better. Anecdotes are also helpful.