

Missouri S&T Faculty Service Award Form and Criteria for Nomination and Selection
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Description

The Faculty Service Award recognizes faculty who have demonstrated excellence in service to the University and their profession.

Who is eligible to be nominated?

All full-time tenured, tenure-track, and non-tenure-track faculty may be nominated EXCEPT:

- Full-time (100%) Administrators
- Recipients of the Missouri S&T Faculty Service Award from the previous year

Who may nominate?

Candidates may be nominated by faculty, administrators, staff, or students. Nominations from department chairs are encouraged.

Presentation of award

The award will be presented to the successful candidates at the annual Faculty Awards Banquet to be held **Dec. 3, 2025**.

Submission format

One electronic copy (**single pdf file**) uploaded to the Google Drive.

FACULTY SERVICE AWARD NOMINATION FORM

The criteria for the Faculty Service Award includes examples of outstanding service to the University and/or the profession. There is no time limit on when the contributions were made, but contributions included in this application may not have been included in a previous successful application for this award.

Areas of service may include, but are not limited to, the following:

- Missouri S&T campus activities (e.g., committee work, student advising and promotion, organization advising, on-campus events, recruiting, and service learning)
- Missouri S&T outreach (e.g., fundraising, alumni relations, marketing, off-campus events, K-12 outreach)
- Service to profession (e.g., professional society activities and manuscript/proposal reviews)
- Leadership roles in professional or academic organizations
- UM system (e.g., committee work and program reviews)

The nomination packet shall include:

1. The information requested on this cover sheet.
2. A letter of support/nomination letter. Limit: **2** pages.
3. A letter of support in addition to the nomination letter.
4. A statement from the nominee providing additional or clarifying information to strengthen the nomination. Limit: 1,000 words.
5. A CV of **5** pages or fewer that highlights the last two years detailing service contributions to the institution and profession, as well as service activities that are formally defined as part of the nominee's position that might discuss long term impact.

Also note that nominee or nominator statements that explain the nominee's individual contributions on collaborative projects (when applicable) are very helpful to the selection committee.

Nomination packets should carefully delineate service performed as part of one's standard workload and service performed as part of one's compensated position (as associate chair or program coordinator, for example).

Materials utilizing font size smaller than 10 point will not be accepted.

Nominee's statement regarding the Faculty Service Award guidelines

I understand that if the page limit on my CV or the word limit on my statement is exceeded, this nomination will be returned without consideration. I also understand that submitting this nomination for the Faculty Service Award means that I may not be nominated for other categories of awards this year.

Signature of nominee: _____

Signature of nominator:

Acknowledgment of chair

I acknowledge that this faculty member from my department is being nominated for the Faculty Service Award.

Signature of chair (if not the nominator):

Please submit nomination packet as a single file.