

Exemplary Community-Engaged Professional Award

Purpose

The University of Minnesota *Exemplary Community-Engaged Professional Award* recognizes an individual staff member for an exemplary community-engaged program or project.

Eligibility

Individuals with the following appointments on any University of Minnesota campus are eligible to be nominated for the *Exemplary Community-Engaged Professional Award*.

- 1) Academic Professional and Administrative Employee (P&A)
- 2) Civil Service Employee
- 3) Bargaining Unit Employee

Nominees must hold a 75 percent time or greater appointment. Previous nominees who did not receive the award may be renominated; previous winners of this award are ineligible.

Nominations

Any faculty member, staff member, student, or University-affiliated community member or group can submit a nomination in support of a candidate. Self-nominations are also accepted. The nomination process involves the submission of a formal nomination dossier (see below for a list of required items).

Evaluation Criteria

Submissions will be evaluated based on the documented evidence of the following criteria:

- Overall program or project, including goals and objectives and how principles of co-design, creation, and implementation were achieved with community partners is clearly articulated;
- Evidence that the program is meeting an expressed need in the community;
- Key outcomes and impacts are identified that align with the stated goals and objectives and how data/metrics are being collected;

- Discussion of the future of the program, including any growth or expansion plans and sustainability of program, as appropriate; and,
- Key lessons learned and how the program has, or will, adapt is included.

For the purpose of this award, community is broadly defined to include audiences external to the University, and can include non-profit organizations, businesses, governmental agencies, educational institutions, and other institutions. The engaged work can focus on local, state, regional, national, or global issues.

NOTE: Successful dossiers will be made available for public review. University employees may publish information from these dossiers in materials regarding the *Exemplary Community-Engaged Professional Award*. Dossier contents will be publicly available except for information covered by the Minnesota Data Privacy Act. Private or personal materials should not be included as part of the dossier.

Submission Packet

The submission must include the following components, presented in one PDF file:

- **Nomination Cover Sheet (see final page for template)**
- **Program description (500 words):** Describe the overall program or project and how principles of co-design, creation, and implementation were achieved.
- **Participating partners (400 words):** Identify the key community partners, including their role in the co-design, implementation, management, and evaluation of the program or project.
- **Program relevance (400 words):** Provide evidence that the program is meeting an expressed need in the community.
- **Program outcomes and impact (400 words):** Share key outcomes and impacts that the program is having and how data/metrics are being collected.
- **Next steps (400 words):** Describe the future of the program, including any growth or expansion plans.
- **Lessons learned (400 words):** Describe key lessons learned and how the program has, or will, adapt.

- **How to Submit**

To submit, send nominations to Amber Cameron acameron@umn.edu

Annual Award

The recipient of the *Exemplary Community-Engaged Professional Award* will receive a one-time \$3,000 award that will be transferred to the recipient's college between mid-September and mid-October. Subject to approval of the recipient's dean or director, this award may be used to support research and professional development (without loss of tax or fringe dollars), may be paid as salary (minus taxes and fringe benefit charges), or may be used as a combination of both.

Additional Information

For questions about the award or nomination procedures, please contact Amber Cameron, Director for Public Engagement Initiatives, in the Office for Public Engagement at acameron@umn.edu.

Nomination Form Template

Nominee Name:

University Department:

University Campus:

Nominee Email:

Current rank (if faculty) or title:

(IF APPLICABLE)

Nominator Name:

University Department:

University Campus:

Nominator Email: