

# FGCU Faculty Team Service Excellence Award 2013-14

## Team Service Excellence Award

FGCU presents one team service excellence award on an annual basis.

### Eligibility

- **Team Service Excellence Award:** A service-related team comprised of two or more faculty, staff, and administrators are eligible for this award. At least one member of the team must be a current in-unit (as defined in the Collective Bargaining Agreement) ranked faculty member with at least one Fall and one Spring term of teaching experience at FGCU. Faculty must assume leadership of the team service project(s) and have an active role in the service itself.

### Award

- Each team member receives a medallion on a white ribbon signifying service excellence. The Medallion may be worn at commencement and other academic events.
- Each team member receives a service excellence plaque.
- Award recipients' names are engraved on a general Service Excellence Award plaque that is placed in the Provost's office. This plaque includes the names of all prior award recipients.

### Nomination Process

Team Service Excellence Award criteria are announced by the Provost's office at the beginning of the academic year. The Provost's office issues an official call for nominations by the end of the fall semester and a final notification by January 8th. Nominations are submitted to the Provost's office by February 8th. Nominations must come from individuals with direct knowledge of the team's service and impact on the relevant community or communities. Self-nominations are encouraged. Previous team service award winners are not eligible to receive a team service award as an identical team for a period of five years.

The one-page nomination letter must include:

- Summary of the team's work.
- How the team meets the award criteria.

### Documentation

Candidates for the team service award prepare a service portfolio. Service portfolios are submitted to the Provost's office by March 8th. All portfolio materials must be submitted in a uniform 1-inch notebook. All documentation needs to be single spaced for consistency. Portfolio materials should be labeled and organized as follows:

- Table of contents
- Letter of nomination (Copy provided by the Provost's office)
- Description of team service project (single spaced, 2 pages maximum)
- Documentation of project's impact on relevant community or communities
- List of members of the team
- Description of team dynamics
- Individual statement by each team member regarding his/her contributions to the team

- Copy of the team service project included (if applicable)
- Two letters of support from outside of the team.

Candidates must also submit their portfolio including all the aforementioned materials in digital format. Materials should be scanned into a pdf file and submitted with the portfolio via Canvas. Candidates are asked to scan or combine all scanned materials into a single PDF and submit as such. Items that cannot be scanned into a file, e.g. books, videos, works of art etc. can be submitted in the traditional format and should be mentioned in the digital portfolio.

### **Selection Committee**

The service excellence awards selection committee convenes in January. Once convened by the Provost's office, the committee will elect a chair from committee membership. The chair of the selection committee does not vote unless there is a tie. A nominee for any of the service excellence award categories is not eligible to serve on the service excellence awards selection committee. Members of the selection committee include:

- Representative from the Provost's Office, non-voting
- One faculty member elected from each college and library
- One recipient of the individual service excellence award
- One recipient of the team service excellence award

Faculty representatives are elected for two year terms, with representatives from the College of Arts & Sciences, Lutgert College of Business, and the College of Education elected in odd-numbered years, representatives from the other units in even-numbered years.

At the end of each award cycle, the award selection committee should review the nomination, documentation, and award selection process and, if appropriate, present recommendations in writing (with associated recommended revisions to guidelines) to the president of the Faculty Senate, the provost, and the chair of any Faculty Senate ad hoc committee charged with reviewing award processes.

### **Award Evaluation Criteria**

The rubric for evaluation is on a 4-point scale ranging from 0-3, where 0 is not evident or NA, 1 is partially evident (marginal), 2 is evident (acceptable) and 3 is fully evident (exemplary). Evidence of the following criteria is evaluated:

- Demonstrates support of the service mission of FGCU
- Demonstrates project's impact on relevant community or communities
- Demonstrates spirit of collaborative team work

The Selection Committee reserves the right not to give out a Team Service Excellence Award if nominees fail to satisfy minimal eligibility requirements. The Selection Committee has the right to extend the application period.

### **Award Announcements**

All awards are announced at the **Celebration of Excellence** and are kept confidential until that time.

**Key Dates (if a date falls on a weekend, the due date will be the subsequent Monday):**

November 4	Provost's office sends out first official call for nominations to faculty, staff, and students
December 16	Provost convenes the Service Excellence Award Selection Committee
January 6	Provost's office sends out final call/reminder for nominations
January 13	Deadline for Teaching Excellence nominations
February 7	Deadline for all other nominations

March 14      Deadline for portfolios  
April 25      Celebration of Excellence Awards