

## FGCU Faculty Team Service Excellence Awards

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

### Eligibility

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 September. All nominations shall be submitted to the Provost's Office by the third Friday in November. 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. ~~The deadline for submission is by 9:00 a.m. on the first Monday in February. Service portfolios are submitted to the Provost's Office by 9:00 a.m. on the first Monday in February. All portfolio materials must be submitted in a uniform 1-inch binder that is provided by the Provost's Office.~~ All documentation ~~must~~needs to be single-spaced for consistency.

Portfolio materials should be [prepared and submitted](#) ~~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). The project may be from the current or previous academic year.
- 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 are asked to create separate digital PDF files for each item above and upload them through the online submission form.](#) ~~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 through Canvas, the University's Learning Management System. 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 [to the Provost's Office](#) and should be mentioned in the digital portfolio.

### Selection Committee

The service excellence award selection committee convenes in December. 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 Office of the Provost, and the chair of any Faculty Senate ad hoc committee charged with reviewing award processes. [Names of winners who have been decided upon by the award selection committee shall be submitted to the Provost's Office by March 30<sup>th</sup>.](#)

### 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. The winners of the awards will be announced to the University Community via an all faculty/staff email, as well as on the FGCU webpage.

### Key Dates (if a date falls on a holiday, the due date will be the next business day):

Third Monday in September <u>September 20, 2021</u>	The Provost's Office sends out first official call for nominations to faculty, staff, and students
First Friday in November <u>November 5, 2021</u>	The Provost's Office sends out final call/reminder for nominations
<del>Third Friday in November November 16, 2020, 5:00- p.m.</del> <u>November 19, 2021, 5:00 p.m.</u>	Deadline for all Excellence Award nominations
First Monday in December <u>December 6, 2021</u>	The Provost's Office convenes the Service Excellence Award Selection Committee
First Monday in February <u>February 7, 2022</u>	Portfolios due to the Provost's Office by 9:00 a.m.
<u>March 30<sup>th</sup></u>	<u>Submission of Winners' Names</u>
<del>April 22, 2022-16, 2021</del>	Celebration of Excellence Awards

Commented [CA1]: Exact dates will be added to the award website and not this document.