

# PRESIDENT'S AWARD FOR OUTSTANDING FACULTY SERVICE

City College is committed to serving its students and the greater community in providing high quality education, scholarship, creative activities/initiatives and service. This Award for Outstanding Faculty Service will highlight and recognize the importance of faculty participation in the governance of the institution and its significant impact on the College and the greater College community.

The president's award for Outstanding Faculty Service is an annual award presented to one faculty member in each School/Division, the Library and in SEEK, whose outstanding service improves the College, its services and/or the greater College community. This award will recognize faculty members, who in addition to excellence in teaching and scholarly/creative work serve City College and the City College community in a variety of ways. The intent of the award is to appropriately honor and recognize faculty members who demonstrate exceptional service with their contributions to the central mission of the College.

## **Recognition Associated with the Award**

The President will announce the recipients of the President's Award for Outstanding Faculty Service through a personal letter to each selected faculty member as well as in a memo to the entire City College community.

Each spring, the President will host a Faculty Recognition reception and invite all faculty members to attend. The award recipients will be honored at this annual Faculty Recognition reception by the President and will receive a \$2,000 honorarium, minus taxes and mandatory deductions and a Certificate of Recognition. In addition, each faculty member will have his/her name inscribed on a plaque which will be displayed in a prominent position in his/her respective School/Division. A special communication from "The Desk of the President" will be published recognizing each faculty member receiving this award.

## **Service Award Criteria**

The Outstanding Faculty Service Award is an annual award presented to a faculty member in each School/Division, the Library and in SEEK who has demonstrated extraordinary service to their department, their School/Division, the College and the College Community and who has exhibited a strong culture of involvement and commitment to City College by participating in numerous activities impacting the faculty member's department, his/her school/division and/or the College itself.

Each School/Division, the Library and SEEK is encouraged to nominate one faculty member annually to receive the President's Award for Outstanding Faculty Service. The faculty member must have a minimum of five years of service at City College.

Emphasis for consideration will be placed on the following criteria:

1. Service philosophy that reflects a focus on contributing to improved learning, scholarly or creative activity and college community excellence;
2. Excellence in service to the Department, School/Division and/or the College including:
  - a. Departmental committees and leadership;
  - b. School/Division committees and leadership;
  - c. College committees and leadership;
  - d. Effective new, initiatives, programs, courses or organizations;
  - e. Mentoring of students;
  - f. Providing supervision to students on a volunteer basis.
3. Excellence in community service including:
  - a. University-wide committee membership and leadership;
  - b. Local, state and national committee membership and leadership;
  - c. Effective new initiatives, programs, courses or organizations
  - d. Creation of effective service and leadership materials and activities

### **Nomination Procedures**

Each year, the President will send a memo to the Provost, to each Dean and to all faculty, staff and students inviting nominations for the President's Award for Outstanding Faculty Service.

Any member of the faculty, administration or student body can nominate a faculty member who is committed to the College and who embodies this commitment by serving and contributing to the College through leadership and participation in various college-wide, school/divisional, departmental, student-focused or community-focused activities. All nominations must be received by March 25.

Each School/Division is encouraged to present to the President annually their selection of a faculty member from their respective School/Division, the Library and SEEK to receive the Outstanding Faculty Service Award.

Each School/Division, the Library and SEEK will establish an internal nomination process to select a recipient to receive the Outstanding Faculty Service Award and to establish an internal Outstanding Faculty Service Award Committee to receive and review nominations. The committee will be a faculty committee and will be composed of four faculty members; the committee will include a respective representative to the Faculty Senate who will chair the committee and take the initiative of soliciting additional faculty members. The committee will review nominations for the award and make a recommendation to the Dean, the Provost and the President by mid-April of each year. The letter of recommendation should give an overview of the faculty member's service activities and highlight the justification for the selection of the Service Award recipient.