

**PRESIDENT’S AWARD FOR OUTSTANDING FACULTY  
SERVICE NOMINATION FORM**  
**(All nominations need to be submitted by April 18)**

Name of Nominator:

Email address:

School/Division:

Are you:        Faculty Member    Student    Staff (circle one)

Nominee’s Name:

Nominee’s Department:

Nominee’s School/Division:

To be eligible for the award, the faculty member must have a minimum of five consecutive years of service with City College. Adjunct faculty may be nominated if they meet the years of service requirement.

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.

Please attach your letter explaining and giving evidence that demonstrates the nominee’s excellence according to the guidelines set forth.

**Nominations should be sent to [zmatos@ccny.cuny.edu](mailto:zmatos@ccny.cuny.edu), or by hard copy to the Office of the Provost, A-305 Attn: Zaida Matos-Nieves.**

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