

COLLEGE OF ARTS AND HUMANITIES 2017 FACULTY SERVICE AWARD

The College of Arts and Humanities appreciates the value of the administrative services provided by its Tenured/Tenure-Track (TTK) and Professional Track (PTK) faculty and through the annual Service Award recognizes faculty who have consistently demonstrated excellence in service to their department and to the College.

- AWARD** Two awards of \$1,000 each will be presented at the College Convocation in September. The first award recognizes either a TTK or PTK faculty for **exemplary service to his/her unit**. The second recognizes either a TTK or PTK faculty for **exemplary service to the College in support of its mission and vision** (please refer to the following link on the ARHU web site: <http://www.arhu.umd.edu/aboutus/mission>). In addition to the monetary award, recipients will receive a personal engraved keepsake.
- ELIGIBILITY** TTK or PTK faculty whose appointments are 50% or greater in the College and who have been employed by the College of Arts and Humanities for at least three years as of April 1st, 2017. Winners must be employed by the College at the time of the award presentation. A nominee cannot be a previous award recipient within the last five years.
- NOMINATION** To nominate a person for either of the faculty awards, send a letter of support, indicating the specific award, to the Dean's Office that includes a thorough, but concise, description of the nominee's contributions. Criteria to consider include demonstrated commitment to the unit or the College; exceptional work ethic; outstanding performance; and initiative and service above and beyond those of the job description. Criteria to consider include outstanding service to the College above and beyond service to the respective department. In addition to the nominating letter, a second, separate letter of support from anyone within ARHU who has first-hand knowledge of the nominee's contributions must also be sent to the Dean's Office.
- DEADLINE** Monday, May 8, 2017
- SELECTION PROCESS** The College will convene a review committee consisting of the 2016 honorees from all of the various service award categories, and chaired by Assistant Dean Julie Wright to review the nominees and recommend a recipient to the Dean.

Nomination and support letters should be sent to:

Service Award Review Committee
College of Arts and Humanities
1102 Francis Scott Key Hall
Campus Zip 7311

Letters may also be sent electronically to jwright@umd.edu

DEADLINE FOR NOMINATIONS IS MONDAY, MAY 8, 2017