

Faculty Service Award Evaluation Sheet

Guidelines: Evaluate each file along the guidelines listed below. Your rankings will provide a basis for the committee discussion.

I. Cover Letter: Does the letter convey the accomplishments of the individual? Are those accomplishments noteworthy? Does this person show a commitment to service? _____
(0-3)

II. Service Philosophy: Does the individual's concept of service foretell significant accomplishment in the university/community? Do this person's activities affect a large population? Does this person work with a diverse group of people? Is this person an initiator of activities or a participant? How does this person perceive his/her role in serving on university committees? _____
(0-3)

III. Curriculum Vita: Does the CV underline the statements made in Nos. I & II? How do you evaluate the scope and importance of this person's activities? Has this person received grants for service activities? Has this person served as a chair committees? _____
(0-4)

IV. Service Activities: Does this person play a significant role in service activities? Do the activities show real concern for the people/institutions being served? Do these activities have broad, positive impact on the community/university? Does this individual go above and beyond to exceed what is required by faculty position requirements? _____
(0-5)

V. Recognition of Service Role: Does the colleague's evaluation give a good feel for this individual's approach and dedication to service? Is it consistent with this individual's self-presentation? Is a similar perspective presented in other letters? Are there any factors that consistently stand out in these letters? Has this person been publicly recognized for his/her role? _____
(0-3)

VI. Presentation: Did the nominee reasonably follow the Guidelines for Submission? Did the nominee distinguish and focus on the material most important? _____
(0-2)

VII. Other Factors: These factors should be evaluated equally across each submission:

- (1) factors that evaluator feels needs to be examined; and
- (2) intangible factors impacting this person's teaching.

Overall Ranking: (0-20) _____