FACULTY DISTINGUISHED SERVICE AWARD

General criteria for award

For faculty, service is defined as contributions to Murray State University, as well as public and professional service activities above and beyond what is considered part of their basic job description. A significant criterion should be one of impact. There should be substantial evidence that a nominee’s service activities have had a significant positive effect on the University and community. There should also be substantial evidence that the nominee’s professional life has been characterized by a commitment to service activities as opposed to a one-time major involvement in such activity.

The award will include a one-time $1,000 stipend, a plaque, and recognition in Heritage Hall.

Eligibility: full-time faculty with a minimum of five years of service at MSU.

1. Nominees must be regular faculty members at Murray State University as defined by Section 2.1.1.1 of the Faculty Handbook, adopted May 2007.

   “2.1.1.1 Regular Faculty
   A regular faculty member holds academic rank and fulfills the duties and responsibilities of a faculty member as described in Section 2.12. The sub-section includes the following categories:
   A. Faculty having full-time teaching duties or teaching and other duties (e.g., research, counseling) equivalent to a full-time workload (see Section 2.12);
   B. Faculty who are full-time professional librarians or have library duties and other duties (e.g., teaching, research) equivalent to a full-time workload;
   C. Faculty having full-time research duties or research duties and other duties (e.g., teaching) equivalent to a full-time workload.”

2. Besides the above-mentioned regular faculty, Chairs and Assistant and Associate Deans may also be considered as long as the service to be recognized falls outside, above and beyond what their job responsibilities entail. Faculty holding the title of Dean, Vice Associate or Assistant Provost, Provost, Vice President, and President are not eligible.

3. Awardees will be eligible for another award five years after a previous award. Nominees who were previous winners will be evaluated on their service record just since the previous award.

Nomination Procedures

The Nomination Form is linked from the Faculty Awards and Recognition Page, Office of the Provost. Use this form as a template to complete your nomination by supplying the following information. Submit the completed Nomination Form to the Office of the Provost/VPAA by March 1, 2017.
1. Faculty, staff, alumni, and members of the community may submit nominations. Only one nomination is needed to place a candidate’s name in nomination.

2. Persons wishing to nominate a faculty member for this award should submit the following information:
   a. Full name of nominee;
   b. Nominee’s current position;
   c. The merits of the nominee to include a description of significant impact of service commitments and describing how said service is above and beyond what is considered part of their basic job description, classified by service to department, college/school, university, and community);
   d. Name of nominator;
   e. Listing of titles and dates of service activities;
   f. Name and contact information of another individual who can comment on the significance of this nominee’s service.

**Timeline**

Deadline for nominations: March 1, 2017
Submit the Nomination Form to the Provost’s Office.

Recognize recipient at the Faculty Awards Banquet in April and through university media.

The immediate past recipient of the award serves on the selection committee for the next two years.

**Please direct questions to Becky Richardson, committee chair, Tel. 4151, rrichardson5@murraystate.edu**