



**DISTINGUISHED SERVICE AWARD
Nomination Guidelines
\$1,000 Award**

1. Any member of the University of South Florida community (including self-nominations) may submit documented nominations of persons who are full-time continuing faculty (including Instructors and Librarians) for the USF for the Distinguished Service Award.
2. Documented nominations are to be submitted to the chairperson of the department with which the candidate is affiliated, and a notice of the nomination is to be forwarded by the nominator to the Chairperson of the Honors and Awards Council.

The department chairperson will forward the nomination to the college dean with any comments he or she chooses to make. Each dean will forward all nominations for consideration to the Chairperson of the Honors and Awards Council with such comments as he or she chooses to make by the deadline date.

3. Nominations must be accompanied by comprehensive curriculum vitae, including evidence to support service to the University, the community, and the profession or discipline. Such documentation may include:
 - a. Documentation of service on university-level councils and committees and major college or departmental committees;
 - b. Service to one's discipline as reflected by editorships, reviewing for scholarly publications, holding elected office in learned and professional societies, participation in the evaluation procedures of granting agencies, and other related activities; and
 - c. Service to the community, state, and region including extension of teaching, scholarly activities, and clinical service to the discipline or profession or to the betterment of society.
4. Performance during the entire career of the nominee will be considered. However, recent accomplishments meeting the following criteria will receive major emphasis:
 - a. Service provided on behalf of the University;
 - b. Useful endeavors that do not result in personal financial reward; and
 - c. Contributions to the welfare of the University, the community, and society.
5. Candidates may be re-nominated in subsequent years. Repeated awards for Distinguished Service will be given only under highly unusual circumstances.
6. Decisions by the committee will be transmitted as recommendations to the Provost for action. No award will be considered final and official until it is formally announced by the Provost of the University.

DOCUMENT PREPARATION

Checklist for DISTINGUISHED SERVICE AWARD Nomination

Any member of the University of South Florida community (including self-nominations) may submit documented nominations of persons who are full-time continuing faculty (including Instructors and Librarians) for the USF for the Distinguished Service Award

Please mark which criteria(s) you are using to nominate this candidate:

- Service on university level councils and committees and major college or departmental committees;
- Service to one's discipline as reflected by editorships, reviewing for scholarly publications, holding elected office in learned and professional societies, participation in the evaluation procedures of granting agencies, and other related activities;
- Service to the community, state, and region including extension of teaching, scholarly activities, and clinical service to the discipline or profession or to the betterment of society.
- Service provided on behalf of the University
- Useful endeavors that do not result in personal financial reward or
- Contributions to the welfare of the University, the community, and society

The Honors and Awards Council requests the nomination dossier to be organized in the following order. Please use font point 11 or higher throughout the document

- A one-page nomination letter (a brief explanation of why this person is a compelling nominee for this award with the nominator's signature)
- Table of Contents
- Curriculum Vitae
- Documentation specifying the nominee's qualifications for selection (limit 5 pages)
- A list of the nominee's achievements (limit 2 pages)
- A list of the nominee's recognitions (limit 2 pages) and
- Letters (internal and external) of recommendations (suggested: 3 letters)
- Nominator may add any other supporting materials in an Appendix format.

Submission format:

- Electronic file in Portable Document Format (pdf) Maximum 12 MB

Submitted by: _____ Date: _____

Date of last revision: 11/93; 10/01; 09/20; 05/21

DISTINGUISHED SERVICE AWARD

EVALUATION RUBRICS

For use by the Honors and Awards Council

	4 OUTSTANDING	3 SUPERIOR	2 VERY GOOD	1 GOOD	Comments
SERVICE AT THE UNIVERSITY LEVEL					
SIGNIFICANT SERVICE IN THE PROFESSIONAL SOCIETIES					
SIGNIFICANT SERVICE IN LOCAL, STATE, & REGION					
SIGNIFICANT SERVICE DURING ENTIRE CAREER					
SIGNIFICANT SERVICE IN RECENT YEARS WHILE AT USF					