

## Distinguished Service Award Guidelines

**The due date for applications will be posted on the CISE website.**

The College of Integrated Science and Engineering prides itself on the accomplishments and commitment of its faculty. Each year, in recognition of superlative achievement in service, one faculty member is recognized with the ***Distinguished Service Award***. The CISE FLAG Committee will review applications and make recommendations to the CISE Dean, who will make the final decision regarding the awardee. The Committee, at its discretion, may interview nominees.

### Nominations

Nominations may be made by any CISE faculty or staff member, including self-nominations. There is no limit on the number of faculty members who can be nominated from any department or program. Nominees will be responsible for submitting all of the relevant materials before the deadline.

### Criteria

- Full-time faculty member
- Has completed at least five years of full-time service at JMU
- Has not received a Distinguished Service Award in the past 10 years
- Has demonstrated a depth and breadth of outstanding service at the department, college, university, local, regional and/or national level.
- Has taken on a variety of roles and responsibilities including leadership positions at these different levels.

### Award

The recipient of the College's Distinguished Service Award will receive a \$1,500 honorarium and will be recognized at a College meeting in the spring.

**For nominees:** Please prepare the following documents to submit to Laura Butler.

### **APPLICATION CHECKLIST OF REQUIRED MATERIALS**

- Nomination (or self-nomination) letter highlighting the candidate's service activities
- Current Curriculum Vita (**4 pages maximum**)
- Up to two additional letters of support (optional)
- Additional supporting evidence (optional—please be concise and include only relevant information)

**Incomplete proposals (or proposals that do not adhere to the checklist above) will not be considered**