



2023-2024 DISTINGUISHED SERVICE AWARD: GUIDELINES AND APPLICATION

James Madison University prides itself on the accomplishments and commitment of its faculty. Each year the College of Science & Mathematics presents to one faculty member the Distinguished Service Award in recognition of superlative achievement in the areas of service and outreach in one's discipline at local, regional, national, and/or international levels. Service as defined by the Faculty Handbook is to *include committee service and leadership at James Madison University or in professional or educational organizations, or service otherwise enhancing the profession, academic unit, college, or university.* III.E.2b. (3)

The College of Science and Mathematics (CSM) Distinguished Service Award recipient will be chosen by the CSM Faculty Assistance Committee. The recipient will be invited to join the CSM Commencement ceremony platform party in the spring and will be given a \$1000 honorarium. An announcement of the recipients from each college will be made each spring by the Provost's Office. Past Distinguished Service Award recipients: <https://www.jmu.edu/academic-affairs/awards/service.shtml>

TIMELINE

- Guidelines and Applications updates announced to CSM departments in early Fall.
- CSM departments inform nominees of their nomination in October.
- Nominee's dossier is due (electronically as a single PDF) to the CSM Dean's office (nealeap@jmu.edu) by **12:00 noon, EDT, on November 1, 2022.**

REQUIREMENTS. To be eligible for the CSM Distinguished Service Award the nominee must:

- 1) Currently teach undergraduates and/or graduate students.
- 2) Currently have full-time (non-retired or non-emeritus) status.
- 3) Have completed at least five years of service at JMU.
- 4) Have never received the CSM Distinguished Service Award.

CRITERIA. Candidates for the award will have demonstrated a depth and breadth of outstanding service and outreach beyond the departmental level. Emphasis will be placed on service at more than one level beyond JMU: Candidate will have taken on a variety of roles and responsibilities at local, regional, national, and international levels, including leadership positions.

PROCEDURE. The selection process begins at the departmental level. Distinguished Service nominees may be nominated by any full-time faculty member, including academic unit heads.

For consideration, nominees must submit a dossier that includes:

- A maximum one-page statement of service/outreach related activities and service philosophy.
- Current CV
- OPTIONAL: Additional supporting evidence as the nominee wishes.
- OPTIONAL: Up to three letters of support. While optional, the nominee should consider the added value, impact, and context provided by peers, graduated students, and/or external evaluation of their service/outreach activities. Letters must not be longer than one page and should be addressed to the chair of the Faculty Assistance Committee. Only letters from graduated students, not those currently enrolled, will be accepted. Letters from reviewers external to JMU (e.g. faculty peers at another institute) are highly encouraged.

Please contact the CSM Associate Dean (whitmesj@jmu.edu) for more information about the application process.