

COLLEGE OF LETTERS, ARTS, AND SOCIAL SCIENCES
Eastern Kentucky University

DISTINGUISHED SERVICE AWARD
APPLICATION INSTRUCTIONS

This award recognizes those tenured or tenure-track faculty whose outstanding service at the department, college, and/or university levels has distinguished them as leaders among their peers. Leadership through service is distinct from active citizenship, which is expected of all tenure-stream faculty. Evidence of distinguished service could include chairing committees, leading initiatives, developing programming, creating collaborations, or other impactful efforts. It also may include activities that connect the campus community with the service region or demonstrate leadership in professional organizations.

Guidelines

1. The award shall be based upon both past accomplishments and evidence of continuing service at Eastern Kentucky University. However, the greatest emphasis shall be placed upon evidence of recent (past 5 years) service.
2. All full-time tenure and tenure-track faculty in the College of Letters, Arts, and Social Sciences are eligible for the award.
3. Award recipients shall not be eligible again for a period of five (5) years. For example, a recipient of the Award in the spring 2023 shall not be eligible to receive the award again until spring 2028. Previous recipients shall be considered again based upon their service accomplishments.
4. Up to two recipients may be selected each year. The Committee may choose no recipients if there are no outstanding candidates.
5. Award recipients shall be selected by the end of the spring semester.
6. The Research and Faculty Development Committee shall be responsible for reviewing applications for the College of Letters, Arts, and Social Sciences' Distinguished Service Award.

7. The composition of the committee and the procedures for the election, appointment, and replacement of its members are outlined in the Guidelines for the Research and Faculty Development Committee.
8. If a faculty member or a member of their immediate family is being considered for a Distinguished Service Award, that member shall be replaced by an alternate when the Committee is reviewing applications for these awards.

Eligible candidates shall submit the following materials electronically (Word or PDF) to the Associate Dean by **TBD (deadline is typically the end of March; look for email from Associate Dean's Office)**:

- **Curriculum vitae** which demonstrates past and/or present service.
- **Letter of support** from the Department Chair or a colleague who is familiar with the applicant's record of service.
- **Additional letters of support** from colleagues are optional.
- **Additional documents** that provide evidence of service on campus, in professional organizations, and/or other areas may also be included, but are not required.