



**San José State**  
UNIVERSITY

A campus of The California State University

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Office of the Academic Senate • One Washington Square • San José, California 95192-0024 • 408-924-2440 • Fax: 408-924-2410

**F99-5**

At its meeting of November 29, 1999, the Academic Senate passed the following Policy Recommendation presented by Annette Nellen for the Professional Standards Committee.

**POLICY RECOMMENDATION  
IMPLEMENTATION OF AN ANNUAL DISTINGUISHED SERVICE AWARD**

- Whereas: SJSU currently has two annual awards to recognize outstanding professors with one awarded for scholarship and one for excellence in teaching effectiveness, but does not have an equivalent award to recognize outstanding service; therefore be it
- Resolved: That the attached plan for the Distinguished Service Award be implemented to recognize a faculty member for exemplary service in a leadership capacity to the University and/or the community or profession, that brings credit to San José State University; and be it further
- Resolved: That the Executive Committee identify or create an annual recognition event to honor the recipient of the Distinguished Service Award and that such event be established as a regular event by Spring 2001.
- Resolved: That for the 1999/2000 Academic Year, nominations be sought before the end of the Fall 1999 semester so that the first recipient of this award can be recognized in Spring 2000.

**ACTION BY THE UNIVERSITY PRESIDENT: Approved by President Robert Caret on December 2, 1999.**

# **Distinguished Service Award**

## **Purpose**

To recognize a faculty member for exemplary service in a leadership capacity to the University and/or the community or profession, that brings credit to San José State University.

## **Criteria**

In evaluating candidates for this award, consideration should be given to the criteria listed below. There is no set weighting requirement, but it is highly recommended that the recipient have accomplishments in all three broad criteria categories.

In addition to the criteria described below, eligibility for this award requires that the faculty member have a consistent record of service at the department, college and/or university levels. Only tenured faculty members are eligible for this award.

### **Contribution to the SJSU Mission**

- The faculty member's contribution falls within one or more types of service to the campus. Examples of service include, but are not limited to, contributions through committee work; student outreach and retention; application of expertise to benefit the University and its community through participation in university and community organizations, professional associations, Academic Senate and other governance bodies, California Faculty Association, and appropriate governmental boards and commissions; advancement of public support for the University; and lectures and seminars to community groups.
- The faculty member's service provides a meaningful benefit to the campus.
- The faculty member is able to involve members of the SJSU community in the service activity.

### **Significant Contribution**

- The faculty member's service has a significant effect on the campus, professional or broader communities.
- The faculty member's service demonstrates leadership and initiative.

### **On-Going Commitment**

- The faculty member has made a consistent contribution of service.
- The faculty member's service record represents multiple years of commitment.

## **Nomination Process**

Within the first six weeks of the Fall semester, the Academic Senate Office shall send a nominating packet to deans, chairs, administrative heads, staff, and faculty describing the award and seeking nominations (including self nominations). Nominations are to be accompanied by an up to two-page letter describing the most important service contribution(s) of the nominee. The nomination forms and accompanying letter must be received in the Senate Office by October 15 (the following Monday when October 15 is a weekend day). A sample letter and nomination form is attached.

## **Selection Process**

Nominations will be reviewed by a committee of five individuals made up of two of the prior recipients of the Distinguished Service Award, a college dean, an appropriate administrator selected by the President, and a member of the community selected by the Executive Committee of the Academic Senate.

The college dean will be selected from a different college each year on a rotating basis. For the first three years of the award, the "prior recipients" will also include prior recipients of the President's Scholar and Outstanding Professor awards, to be selected by the Executive Committee. In subsequent years, the Executive Committee will also select the "prior recipients."

The Committee is to decide upon and seek additional documentation from nominees, such as a curriculum vitae, once it has completed its initial selection process.

## **Recognition**

The recipient of the Outstanding Professor for Service Award will be recognized as follows:

- Receipt of a plaque, monetary award, recognition at graduation, and other honors equivalent to those received by the President's Scholar and the Outstanding Professor.

[Date]

To: SJSU Deans, Chairs, Administrative heads, Staff, and Faculty

From: \_\_\_\_\_, Academic Senate Chair

Re: Call for Nominations for the Distinguished Service Award

As provided by University Policy F99-5, I am seeking nominations for the [Academic Year] Distinguished Service Award. Please submit nominations by completing the Nomination Form on the reverse side of this page and submitting it to the Office of the Academic Senate by 5 p.m. on October 15, \_\_\_\_\_.

The Distinguished Service Award serves to recognize a faculty member for exemplary service in a leadership capacity to the University and/or the community or profession that brings credit to San José State University. In addition to exemplary service, an eligible nominee must be a tenured faculty member and have a consistent record of service at the department, college and/or university levels.

Service is broadly defined for this award and includes, but is not limited to, contributions through committee work; student outreach and retention; application of expertise to benefit the University and its community through participation in university and community organizations, professional associations, Academic Senate and other governance bodies, California Faculty Association, and appropriate governmental boards and commissions; advancement of public support for the University; and lectures and seminars to community groups.

If you have any questions, please contact me at \_\_\_\_\_ or \_\_\_\_\_, Chair of the Professional Standards Committee at \_\_\_\_\_.

**Please respond by  
October 15, \_\_\_\_**

To: Selection Committee for the Distinguished Service Award  
c/o Academic Senate Office (ADM 176)  
0024

From: \_\_\_\_\_

Subject: Nominations for the Distinguished Service Award for Academic Year \_\_\_\_\_

It gives me great pleasure to submit the following nomination for the Distinguished Service Award:

NAME: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

**The nomination must be accompanied by an up to two-page letter describing the most important service contribution(s) of the nominee.**