

## *College of Business Faculty Community Service Award*

The College of Business Faculty Service Award is presented to the COB faculty member who has exhibited extraordinary service in the community in keeping with the University motto of “Think. Work. Serve.” Recipients receive a \$1,000 award made possible due to the support of the College of Business Board of Advisors. Recipients also receive recognition in the College and University publications and have their name included on a centrally displayed plaque in the College of Business lobby and recognition on the COB Website.

### **Award Criteria and Process**

- Service to one’s department, the COB, or the University is not considered for this award.
- Individuals may self-nominate; nominations by others are also welcome. The nomination should be a memo of no more than 2 pages; 1 page is preferred. The nomination should be supported by an appendix providing documentation, such as a copy of an award from an organization and/or a contemporaneous log of hours with the activities performed, including date and time.
- The award will be for service during the period of April 1 through March 31. Applications must be submitted to the Chair of the COB Faculty Composition and Development Committee by April 5.
- The award will be based on accumulated volunteer service. Thus, one may have a significant number of hours at one organization or the summation of service at multiple organizations. The committee will consider the totality of the service to an organization when that service is significant and has occurred over more than a one year period.
- Time devoted to the service will be a primary consideration. All hours are treated equally, whether one is using one’s professional expertise or not. However, service need not be measured strictly in hours. Thus, service such as hosting a family displaced by a natural disaster would be considered.
- The Chair of the COB Faculty Composition and Development Committee will notify all applicants of the Committee’s decision.
- The College of Business will recognize all faculty service submitted to the Committee for consideration with inclusion on the COB web site.
- Formal recognition of award recipients will be made at the College of Business Honors and Awards Day Program held in April of each year.

Adopted by the COB Faculty-September 14, 2018