

College of Health Professions

Excellence in Service Award: Policy and Procedures*

Revised 3/13/2015

Purpose

The University of Arkansas for Medical Sciences places a high priority on faculty service to the college and university, profession, and the community. The College of Health Professions' Excellence in Service Award is designed to recognize the educator whose significant contributions through service are instrumental in achieving the UAMS mission.

The mission of UAMS is to improve the health, health care, and well-being of all Arkansans and of others in the region, nation and the world through...

- **Education of exemplary health care providers**
- **Provision of standard-setting, comprehensive clinical programs**
- **Scientific discovery and research**
- **Extension of services to the State of Arkansas and beyond**

The areas of excellence for consideration include the educator's ability to provide service at the college, university, regional, state, national, or international level that supports the mission of UAMS.

The College and the Faculty Development and Services Committee recognize that significant contributions through service may take many forms. Service through college and university committees, professional associations, community development projects, and international development efforts represent some of the forms of service to be considered. Service activities for which the faculty member is paid as well as those performed as a volunteer will be considered.

The recipients of this award will receive an individual plaque, and his/her name will be added to a perpetual plaque of CHP Excellence in Service Award winners located in an appropriate place in the College. Also included is a cash award of \$500.00 (amount may vary depending upon resources available).

Eligibility

Nominees must be College of Health Professions faculty members. All paid or volunteer full-time and part-time faculty, including clinical instructors, are eligible for nomination. Service activities must have been performed while a CHP faculty member.

Procedure

Candidates may be nominated by students, staff, alumni, or faculty members. The candidate must accept the nomination in writing to be considered for the award. In addition, the nominator must submit a completed Nomination Form and a letter describing the basis for the recommendation and highlighting the significant contributions of the nominee. The completed nomination and letter are to be submitted to the Chairman of the CHP Faculty Development and Services Committee.

*** Recipients of an award are not eligible for the same award within a three-year period (Recipient of 2011 award will be eligible for the same award in 2014.). Faculty may be eligible**

and nominated for all awards during one year; however, no more than two awards will be given to the same faculty member in any one year.

The CHP Associate Dean for Administrative Affairs will verify that all nominations meet the eligibility requirements. After this review, the Faculty Development and Services Committee will send the confirmed nominations to the respective nominees and their department chairmen with requests for a full application from each nominee.

Application requirements

- **Current *curriculum vitae*** of the nominee
- **Letters of Support:** Between three and six supporting letters from individuals knowledgeable about the nominee's service contributions. The letters should describe the service contributions.
- **Applicant's Statement:** A statement by the applicant should be included (maximum of three [3] pages) that addresses why he/she merits the award. This statement should address some or all of the following areas of excellence in service. Additional documentation of accomplishments related to excellence in service may be included in the application as appendices.
 - Description of accomplishments including the outcome (observable results) and impact (value judgments of accomplishments)
 - Documents produced
 - Reports and publications about the accomplishments
- **Supervisor's Letter:** A supporting letter from the applicant's supervisor. The letter should include a summary statement of the applicant's service accomplishments. If the chairman has nominated the applicant, it should be so noted in the letter of nomination.

The material submitted to the Faculty Development and Services Committee should relate directly to the current nomination. The letters should address specifically the service contributions described in the application.

In the event that the Chairman of the Faculty Development and Services Committee is a nominee, all application materials should be sent directly to the Associate Dean for Administrative Affairs.

The Committee strongly suggests that the nominee and nominator together identify individuals who may provide letters of support for the nomination. The nominee should contact those individuals and request the letters to be sent directly to the Chairman of the Faculty Development and Services Committee or the Associate Dean for Administrative Affairs if the Chairman is a nominee for the award.

The completed applications will be forwarded to the Excellence in Service Award Committee (ESAC) for review. When evaluating the applications, ESAC will focus on faculty who have made outstanding service contributions. The Excellence in Service Award will be presented at the discretion of the ESAC and may not be awarded each year.

Excellence in Service Award Committee (ESAC)

The Award Committee will be composed of:

- The CHP Associate Dean for Administrative Affairs, who will chair the committee
- The Chairman of the Faculty Development and Services Committee
- A CHP Department Chairman selected by the CHP Executive Committee
- A currently enrolled student (selected by the CHP Student Council).

In the event that the Chairman of the Faculty Development and Services Committee is a nominee, the CHP Associate Dean for Administrative Affairs will select an alternate member.

It is the obligation of each ESAC member to recuse him/herself from the proceedings in the event he/she has what may appear to be, or actually is, a conflict of interest in the selection process (*e.g.*, a personal relationship with the nominee or the recipient of funding from grants awarded to the nominee). Failure to do so may invalidate the committee’s award recommendation.

Calendar

Third Friday in April	The Faculty Development and Services Committee distributes the College's Excellence in Service Award criteria and procedures to CHP Department Chairmen. A formal, public announcement seeking nominations for the Excellence in Service Award is distributed.
First Fridays of May & June	Faculty Development and Services Committee Chairman sends reminders to the Department Chairmen about the nomination deadline.
Fourth Friday of June	Nomination deadline —forms and supporting letters must be received by the Chairman of the Faculty Development and Services Committee by this date. After the CHP Associate Dean for Administrative Affairs verifies the eligibility of the nominee, the Chairman of the Faculty Development and Services Committee will request an application from the nominee and his/her Department Chairman.
First Friday of August	Deadline for applications to be received by the Associate Dean for Administrative Affairs for the ESAC
First Friday of September	Deadline for selection of the Excellence in Service Award recipient by ESAC. Recommendation to the Dean.
Fall Fac. Meeting	Award ceremony.



**University of Arkansas for Medical Sciences
College of Health Professions**

Excellence in Service Award
Nomination Form

Nominator:

Name: _____
_____ (Please print) _____

Faculty _____ Staff _____ Student _____ Alumnus/a _____

Signature: _____ Date: _____

Nominee:

Name: _____
_____ (Please print)

Department: _____

*Signature of nominee indicates the correctness of the application and acceptance of the nomination for this award.

**Deadline for Receipt of Nominations by the Chairman of the
CHP Faculty Development and Services Committee: Fourth
Friday of June**