

College of Health Professions
Excellence in Service Award: Procedures
Revised 12/08/2021

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 (FDSC) recognizes 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 recipient of this award will receive an individual plaque, and their name will be added to a perpetual plaque of CHP Excellence in Service Award recipients located 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 (CHP) 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.

Recipients of an award are not eligible for the same award within a three-year period (*e.g.* - recipient of 2020 award will be eligible for the same award in 2023.). 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.

Procedure

Candidates may be nominated by students, staff or faculty members. 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 form and letter are to be submitted to the chair of FDSC. The candidate must accept the nomination by signing the Nomination Form in order to be considered for the award. If the individual being nominated is the Chairperson of the FDSC, the form and letter should be submitted to the CHP Associate Dean for Administrative Affairs.

The CHP Associate Dean for Administrative Affairs will verify that all nominations meet the eligibility requirements. After this review, the FDSC will send the confirmed nominations to the respective nominees and their department chairs/program directors with requests to submit full applications.

Application requirements

- Current *curriculum vitae* of the nominee
- Letters of Support: At least three 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 pages) that addresses why they merit 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
- Chairperson's/Program Director's Letter: A supporting letter from the applicant's department chair/program director

If the chair/program director nominated the individual, the letter they submitted with the nomination describing the basis for the recommendation will serve as the supporting letter. The letter should include a summary statement of the applicant's involvement in service activities.

If a department chairperson, program director, or the CHP Associate Dean for Academic Affairs is the nominee, a supporting letter from the CHP Dean should be included. In the case of the Associate Dean, a letter from the chair/program director of the department in which the Associate Dean holds their faculty appointment in the CHP is also required.

The materials submitted to the FDSC should relate directly to the current nomination. The letters should address specifically the service contributions described in the application. In the event that the Chair of the FDSC 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 Chairperson of the FDSC or the Associate Dean for Administrative Affairs if the Chairperson is a nominee for the award.

The completed applications will be forwarded to the Excellence in Service Award Selection Committee (ESASC) 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 ESASC and may not be awarded each year.

Excellence in Service Award Selection Committee (ESASC)

The Award Committee will be composed of:

- The CHP Associate Dean for Administrative Affairs, who will chair the committee
- The Chairperson of the FDSC – If the Chairperson is a nominee, the CHP Associate Dean for Administrative Affairs will select an alternate member
- A CHP department chair/program director selected by the CHP Executive Committee
- A currently enrolled student (selected by the CHP Student Advisory Committee).

An ESASC member must recuse themselves from the proceedings in the event they have a potential 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 FDSC Chairperson distributes the College's Excellence in Service Award criteria and procedures to CHP Department Chairs/Program Directors. A formal, public announcement seeking nominations for the Excellence in Service Award is distributed to all CHP faculty, staff and students.
First Fridays in May & June	FDSC Chairperson sends reminders about the nomination deadline.
Fourth Friday in June	Nomination deadline —Nomination Forms (signed by both nominator and nominee) and supporting letters from nominators must be received by the Chairperson of the FDSC by this date. After the CHP Associate Dean for Administrative Affairs verifies the eligibility of the nominee, the Chairperson of the FDSC will request a complete application packet from the nominees.
First Friday in August	Deadline for nominees to submit complete applications to the Chairperson of the FDSC or Associate Dean for Administrative Affairs Deadline for Associate Dean for Administrative Affairs to assemble ESASC.
First Friday in September	Deadline for ESASC to select the CHP Excellence in Service Award recipient. Deadline for the Associate Dean for Administrative Affairs to send ESASC recommendation to the Dean.
Fall Faculty Meeting	Excellence in Service Award recipient recognized at awards ceremony.