**KU Edwards Campus Faculty Distinguished Service Award**

*The Edwards Campus is pleased to solicit nominations for the KU Edwards Campus Faculty Distinguished Service Award. This award, established in 2023, carries a stipend of $750, less applicable taxes, and is presented annually to a KU Edwards Campus faculty member (full-time employee who is a tenured, tenure-track, professor of the practice, teaching professor, lecturer, other career and specialty faculty or academic staff member) with a teaching assignment through the Edwards Campus and whose career exemplifies exceptional institutional engagement and service to Edwards Campus mission. Nominations are invited from students, faculty, staff, and alumni of the University.*

Eligibility

All KU Edwards Campus faculty with face-to-face and/or online teaching assignments through the KU Edwards Campus who have engaged in service in multiple semesters are eligible for this award.

Award Process:

The following documents comprise the nomination and award process:

* Stage 1, Nomination Letter: **due by the fourth Friday of May each year at 5:00 p.m. (CDT)**
	+ Written by the nominee (self), department chair, administrator, faculty peer, staff member, student, or alumni that addresses at least **two** items from award evaluation criteria themes (Quality of Service, Leadership, Diversity/Equity/Inclusion/Belonging, Dedication to Students and Profession, Research)
	+ Maximum of two pages for the nomination letter
	+ Supporting documents or artifacts are optional, two pages maximum
* Stage 2, Finalists Materials: assembled by Award Nominee **Finalists** once requested by committee via email
	+ A short CV (5 pages maximum)
	+ A personal statement that speaks to how the nominee sees their service or contribution has had a beneficial impact on the campus, students, or community (two page maximum). This item is not needed if you submit the nomination letter.
	+ Provide at least one piece of supporting evidence (five pages maximum)

Examples: a letter of support from administrator or affected individuals/community, an artifact from a workshop you created, a completed grant proposal submission page, etc.

No announcement will be made concerning persons nominated. All materials received in relation to the process will be treated as confidential information.

Evaluation Criteria Themes:

The nomination letter should address at least **two** items from the following award evaluation criteria:

1. **Quality of Service**

* Demonstrates exemplary service in their support of Edwards Campus programs, the campus, and/or students
* Shows commitment to student academic success, programming and/or process improvement
* Recruitment activities that inspire prospective students to enter Edwards Campus programs

2. **Leadership**

* Demonstrates leadership by providing insightful suggestions for improvements to existing Edwards Campus processes/policies
* Identifies growth areas for Edwards Campus and celebrates successes of faculty and staff achievements
* Cultivates a “continuous growth” mindset within the organizational culture

3. **Diversity, Equity, Inclusion, and Belonging**

* Fosters an inclusive learning environment for students by incorporating DEIB initiatives into coursework or program-level projects
* Supports or creates DEIB initiatives for Edwards Campus or community benefit

4. **Dedication to students and to the profession**

* Advances the [mission](https://edwardscampus.ku.edu/mission) and raises the profile of the University and Edwards Campus by developing innovative solutions to pressing challenges or providing innovative programming or external learning opportunities for students or peers
* Collaborates between programs and/or divisions to implement solutions or provide learning opportunities that better serve Edwards Campus students
* Incorporates community-engaged learning opportunities and community or industry outreach into programming and/or a course. Examples would include Capstone courses servicing an external client or other service-learning scenarios.

5. **Research**

* Actively engaging in research through Edwards Campus – especially if it is above and beyond a position description
* Actively engaged in proposal submissions for grants or other awards that advances the mission of Edwards Campus

Selection Committee & Award Information:

The award selection committee is comprised of the KU Edwards Campus Faculty Steering Committee.

Award is presented each Fall semester at the Fall Semester Kick-Off Event.

If you have any questions regarding submission of materials, please contact kuec\_facultydev@ku.edu or 913-897-8529.