

# The WMU Distinguished Service Award for Staff and Faculty

## Call for Nominations (Due: Friday, September 12, 2008)

The Distinguished Service Committee is seeking nominations for the University's Distinguished Service Award. This award, first given in 1980, recognizes exceptional service in one or more of the following categories:

- Service through innovative and effective programs which are academic, or related to another facet of University life, such as programs that serve students, faculty, or staff in an important and unique way.
- Service in areas and organizations that contribute to the growth and stature of the University.
- Service that extends the impact and presence of the University into larger communities.

The service must affect a significant segment of the University community. The award is usually given for a body of service, rather than a single activity or achievement.

### *Nature of the Award*

Up to two Distinguished Service Awards will be made each year during the fall semester. Whenever two awards are made in any given year, one of the awards shall be given to a faculty member or academic administrator holding faculty rank (e.g., dean, chair, director), and the other award shall be given to a member of the university staff. Each recipient receives a plaque at the academic convocation, and an honorarium. In addition, they receive an adjustment to their base salary in the following year. This award is not to be confused with the Staff Service Excellence Awards, which are administered through the Human Resources Department.

### *Eligibility*

All current, continuing full-time faculty and administrative staff who have at least five years of service at the University are eligible. An individual can only receive the award once.

### *Nomination Procedure*

Nominations may be made by all current, continuing full-time faculty and administrative staff.

### The nominator should:

- Ensure nominee's eligibility
- Complete the nomination form
- Write an overall letter of support for the nominee
- Create a paper file that contains
  - the nomination form
  - the nominator's letter of support
  - the nominee's vita or resume emphasizing the nominee's service
  - other letters of support (both inside and outside the University) that emphasize the nature and scope of the nominee's service, making sure that these letters represent diverse viewpoints rather than simply collecting many letters that are similar.

The committee's decision on award recipients will be made on the basis of the above materials only.

### *Send nominations to:*

Sue Timmer  
Office of the Provost  
3<sup>rd</sup> Floor, Seibert Administration Building  
387-2378  
[sue.timmer@wmich.edu](mailto:sue.timmer@wmich.edu)

### *Send questions to:*

Michele McLaughlin  
Office of the Registrar  
3<sup>rd</sup> Floor, Seibert Administration Building  
387-3869  
[michele.mclaughlin@wmich.edu](mailto:michele.mclaughlin@wmich.edu)

### *Due Date*

Please submit the file by 4:30 on Friday,  
September 12, 2008.