

**COOK SCHOOL OF BUSINESS
FACULTY SERVICE AWARD GUIDELINES
February 2009**

- Two awards, one for tenured and a second for non-tenured (tenure-track and full-time non-tenure track) faculty
- Given annually recognizing a faculty member's service contributions (to the Department, School, and University, University-sponsored activities, service to the profession, and professionally-related community services) over the previous three (3) calendar years.
- Awarded each spring
- All faculty, including those with administrative appointments, are eligible but the award is for faculty service and not for service that is performed as part of the person's administrative responsibilities.
- Faculty will self-nominate. This should be in the form of a cover letter and a bullet-pointed record of service from the previous three (3) calendar years.
- The awards committee will be composed of the faculty who won the award in the tenured category in the previous (3) years. In the first years of the award the service awards task force will select the judges from faculty who have not applied. As we name awardees they will rotate on to the committee (if you have won a service award you cannot apply again during the three (3) years you serve on the awards committee, the judging process will not be blind)
- Each award will consist of a plaque and a stipend to the faculty member's development account.