

**Guidelines for the
Sydney L. & Sabelle Berger
Faculty Community Service Award**

The Faculty Awards for Service Teaching and Research Committee has established the following guidelines for the Sydney L. & Sabelle Berger Faculty Community Service Award.

1. Rationale for the Award. This annual award is given to a member of the faculty to recognize his or her distinguished community service. The faculty itself will be solely responsible for identifying candidates, and the procedures for identifying them should be kept as simple and flexible as possible. No quantitative criteria -- such as rank, years in rank, years at USI, etc. - designed to limit nominations need apply. Only those qualitative criteria which denote distinguished community service need be considered.

The Faculty Awards for Service Teaching and Research Committee will consider a broad spectrum of community service ranging from balanced activity in several areas to exceptional service in a single area. Volunteer services to groups, agencies, and institutions external to the University will be considered. Services involving monetary compensation, such as consultation fees, are not acceptable for this award. **The Faculty Awards for Service Teaching and Research Committee will be assisted by a representative from the community in selection of the award recipient from the nominees.**

2. Eligibility. Nominators and nominees must be full-time, voting members of the USI faculty. Voting members of the Faculty Awards for Service Teaching and Research Committee are ineligible to nominate or be nominated. Past recipients of the award are ineligible to be nominated again. Ex-officio members of this committee who otherwise qualify to nominate or be nominated for the award will be continuously eligible but if they do nominate or are nominated, will be excused from the committee's deliberations and selection.
3. Procedures.
 - a. Nomination. Nomination forms will be distributed annually in the fall along with the above rationale, and faculty should be encouraged to recommend their colleagues. The nominator shall complete the two page nomination form; font size shall be no smaller than 10 points. Each nomination should be made by one faculty member only, thus carrying a single signature. (Nominations sent by email are acceptable.) Self-nominations may not be made. **Nominations will be due on the third Monday of September. Nominators will be apprized of the status of their nomination by the fourth Monday thereafter.** Those chosen as finalists will be asked to submit additional documentation.

- b. Documentation. The nominator will submit information in resume form not to exceed four single-sided pages identifying the nominee's activity in community service. The nominee must supply a curriculum vitae which should document community service as requested by the annual reports. Other important information and supporting documents may include letters of acknowledgment (not to exceed five) from individuals or organizations of the community. Total pages for **all** documentation should not exceed ten single-sided pages. Font size of all documentation shall be no smaller than 10 points.

If a candidate is nominated by more than one nominator, the Faculty Awards for Service Teaching and Research Committee will request these nominators to apportion among themselves the tasks of composing the resume and compiling the documentation. But no matter how many nominations are submitted for any candidate, each nominee may receive the aid of only one resume, no more than four pages long, and only one set of supporting documents. Total supporting documentation will be no longer than ten pages.

All documenting materials shall be submitted in one file to the chair of the Faculty Awards for Service Teaching and Research Committee by the second Friday in February.

4. Selection. Distribution and receipt of forms, establishment of deadlines, the conducting of further investigations, evaluation and selection of recipients will be made by the Faculty Awards for Service Teaching and Research Committee **and a representative from the community.** The committee is under no obligation to select a recipient each year.
5. Award. The award includes an individual plaque and check to be presented during Honors Day at the recipient's College program in the spring semester. The recipient will be announced and presented with the plaque and check by the Dean of the College .