

THE COLLEGE OF NATURAL SCIENCES OUTSTANDING SERVICE/ENGAGEMENT AWARD

Application Criteria and Guidelines

Deadline: 3rd Friday in February of each year

The **CNS Outstanding Service/Engagement Award** recognizes and honors faculty and Extension professionals for their excellence and achievement in service/outreach.

Eligibility:

Faculty are nominated by Department Heads and Chairs or a suitable designee. A faculty member who has received a University award in recognition of his or her service or outreach accomplishments is not eligible, nor faculty who have received college-based service or outreach awards within the past seven years. Extension professionals can be nominated by their supervisors or the Extension Director.

Criteria:

- Successful nominees will have demonstrated outstanding internal service (to the Department, College or University), outstanding service and outreach to the relevant professional research community, and/or outstanding service in other relevant areas (such as the K-12 sector, community viability, economic sustainability or alumni relations).
- Such a contribution could be spread over a relatively long time period, such as a major portion of a career, and could be characterized by contributions to more than one area.
- Service to external constituencies must be related to the nominee's academic scholarship or Extension appointment to be considered in evaluating nominees accomplishments for this award.

The Nomination Process:

The following documentation should be assembled into one pdf document (12-point font, single-spaced, one-inch margins). Please keep in mind that a multidisciplinary committee of faculty from across CNS who are *not specialists in the nominee's field* will be reviewing and evaluating the candidate's materials. Successful nominations document how the achievements of the nominee meet the criteria of the award.

1. **A nomination letter** written and submitted by the Department Head or Chair (or a suitable designee) of the faculty nominee (*maximum of three pages*). The letter should:
 - Advocate and outline the case for why and how the nominee has met the award criteria.
 - Indicate the relationship between the nominator and nominee.
2. **A summary of the nominee's outreach and service** prepared by the faculty member being nominated (maximum of two pages).
3. **An abbreviated professional CV**, made pertinent to the award criteria (*maximum of five pages*). The CV should:
 - Include appointment and years of service in the College of Natural Sciences (or predecessors).
4. **Up to three letters of support from colleagues and peers**. At least one letter should be from an individual who is external to UMass (*maximum of two pages each*). The letters should:
 - Demonstrate how the nominee meets the criteria for the award.
 - Describe the relationship between the letter writer and the nominee.

Deadline:

Nominating materials for the **CNS Outstanding Service/Outreach Award** are due no later than **5:00 pm on the 3rd Friday in February of each year.**

Submission:

- Email the complete pdf. document (nomination letter, outreach/service summary, c.v., letters of support) to Amanda Leigh-Hawkins (aleigh@cns.umass.edu).
- Please include **Nomination: CNS Outstanding Service/Outreach Award** in the subject heading.