



Office of the Provost

Distinguished Faculty Service Award

Nomination Deadline: Wednesday, September 2, 2026

Application Deadline: Wednesday, September 23, 2026

Award Description

The Distinguished Faculty Service Award is awarded to a faculty member who, while in the employment of the University of West Florida, has given outstanding service to the University and/or the community. The "Institutional Role and Scope Statement" includes the basis for defining many of the activities which can be considered service:

University Faculty who contribute their professional talents and expertise to support the public service mission of the University. Such service includes, but is not limited to, providing the benefits of their expertise to community organizations; making public professional appearances or performances; consulting with governmental agencies, business industries, educational systems, community service or arts organizations; serving on University committees and councils; participating in the recruitment and professional placement of students; and serving as an officer or committee member in organizations related to the area of professional expertise.

Award Amount: \$2,000

Award Eligibility Criteria

Satisfaction of the following two criteria is essential:

- The primary criterion should be one of impact. There should be substantial evidence that a nominee's service activities have had a significant positive effect on the community and/or the University.
- The scope of a faculty member's service activities is a second criterion. There should be substantial evidence that the nominee's professional life has been characterized by a commitment to service activities as opposed to a one-time

major involvement in such activity. In addition to evidence of a pattern of service over time, there should also be evidence of recent and/or current service contributions.

In addition, the following guidelines are suggested:

- Accomplishments being reviewed should be those which occurred while the nominee was employed by the University.
- Accomplishments need not be restricted to those directly allied with a nominee's field of declared professional expertise. They may be directed at improving the internal functioning of the University, enhancing the University's image in the eyes of the community it seeks to serve, or serving the nominee's professional community.
- Accomplishments need not be restricted to those for which no remuneration was accepted by the nominee. Both "paid" and "unpaid" service should be reviewed. However, the most desirable nominee would not be a person whose primary motivation for involvement in service activities appeared to be a pecuniary one. Service should entail at least some semblance of "giving of one's self."
- Any person having faculty status at the University is eligible for nomination.
- Anyone inside or outside the University may submit nominations for the award.
- The Committee may decline to make an award or may reopen the competition if too few appropriate nominations are received.

Application Process and Portfolio

Candidates for consideration may be identified through nomination by a second party (e.g., faculty or student) or by direct application of the individual. All candidates will be asked to submit an electronic professional packet through Interfolio that includes the following:

- Cover letter with a brief narrative that demonstrates how a faculty member's service accomplishments meet the award criteria (impact compared to scope of service, internal compared to external, and qualitatively compared to quantitatively).
- Complete and up-to-date curriculum vitae focusing specifically on the activities that support the application.

- Additional evidence as needed to demonstrate the impact and scope of their service accomplishments.
- Write a brief summary about yourself, in 115 words or less, to be read during the awards ceremony should the faculty member win the award. This summary should be written in the 3rd person and will be read to announce the winner to the audience.

Documentation submitted should provide the following:

1. Sufficient evidence that the nominee did, in fact, engage in the service activity;
2. Sufficient testimony to establish the significance/worth (impact) and scope of the nominee's accomplishments; and
3. Information prepared specifically for consideration by this award committee (Portfolios prepared for other purposes will not be persuasive unless revised to address specifically the criteria for this award).

Award Timeline

All faculty are welcome to nominate colleagues or themselves for an award.

Nominations **must** be submitted using the 2026 Faculty Award Nomination form.

- Nominations for a colleague must be received no later than **Wednesday, September 2, 2026**. Eligible faculty will be notified and can then choose whether or not to apply.
- Self-nominations can be submitted after September 2, 2026 but must be received in order to confirm eligibility.
- Application materials will be submitted using [Interfolio](#). Faculty will receive a notification when their application packet is created and available to them.
- Application packets must be submitted no later than **Wednesday, September 23, 2026**.

Award announcements will be made at the 2026 Faculty Awards Celebration to be held on **Thursday, November 19, 2026**.

**Distinguished Faculty Service Award
Application Review**

Score 1- 10

| Evaluation Criteria | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name |
|--|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| What impact has the candidates university service had? (25%) "The primary criterion should be on of impact. There should be substantial evidence that a nominee's service activities have had a significant positive effect on the community and/or the University." | | | | | | | | | | |
| What was the scope of the faculty member's university service? (25%) "The scope of a faculty member's service activities is a second criterion. There should be substantial evidence that the nominee's professional life has been characterized by a commitment to service activities as opposed to a one-time major involvement in such activity. In addition to evidence of a pattern of service over time, there should also be evidence of recent and/or current service contributions." | | | | | | | | | | |
| What impact has the candidates community (outside) service had? (25%) "The primary criterion should be on of impact. There should be substantial evidence that a nominee's service activities have had a significant positive effect on the community and/or the University." | | | | | | | | | | |
| What was the scope of the faculty member's community (outside) service? (25%) "The scope of a faculty member's service activities is a second criterion. There should be substantial evidence that the nominee's professional life has been characterized by a commitment to service activities as opposed to a one-time major involvement in such activity. In addition to evidence of a pattern of service over time, there should also be evidence of recent and/or current service contributions." | | | | | | | | | | |
| Totals | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |