**COLLEGE OF LIBERAL ARTS**

**FACULTY SERVICE AWARD NOMINATION**

#### Nomination Guidelines and Processes

Nominations may be submitted by faculty or staff members of the College of Liberal Arts at Cal Poly via the appropriate department chair.

Award nominations must be submitted electronically by the appropriate department chair via email to Lynne Ricard ([lricard@calpoly.edu](http://lricard@calpoly.edu)). The nomination must include the relevant CLA nomination cover sheet, and the entire nomination packet should be sent as a single file in Word or PDF format.

The electronic nomination file should be named in the following manner: NOMINEELASTNAME\_AWARDNAME . Materials in the single file should be organized in the following order:

1. CLA nomination cover sheet
2. Nomination letter
3. Nominee's curriculum vitae/resumé

A faculty or staff member may win each award only once. Questions regarding award criteria and eligibility, as well as the nomination process may be directed to Kathryn Rummell or 805-756-2706.

**Nominee: Department:**

**Current Title/Rank:**

**Date of first tenured/tenure-track appointment at Cal Poly:**

**Degree(s)—include institution(s), discipline(s), and year(s):**

Nominators are encouraged to review the award descriptions and carefully consider the criteria for each award (see below) when submitting nominations. All nominations will remain confidential. Feedback will be available upon request.

I RESPECTFULLY SUBMIT THIS NOMINATION FOR THE AWARD CHECKED BELOW

**[ ] Richard K. Simon Award for Outstanding Career Achievement in Service**

**[ ] Early Career Award for Achievement in Service**

**Nominator:**

**Title and Department:**

**Office Address, Phone #, & E-mail:**

**Signature & Date:**

**Chair’s endorsement:**

**Signature & Date:**

**Attach to this cover sheet the following supporting documents:**

* **Nomination Statement** **(limited to 3 pages)**

Begin with a statement of no more than three pages describing why this person deserves the award. Cite specific examples of relevant accomplishments in service and leadership in the department, college, university, discipline, and/or community.

* **Nominee’s Curriculum Vitae**
* **Additional Evidence (optional**)

Please note that nominees are not served well in the evaluation process by the submission of a large body of undigested material.

**Award Criteria**

***Richard K. Simon Award for Outstanding Career Achievement in Service***

***Purpose:*** This memorial award recognizes a CLA faculty member for a history of exemplary service to the institution and/or discipline through the course of his or her career.

***Eligibility:*** Any tenured faculty member who is twelve (12) or more years post doctorate or other appropriate terminal degree and has a minimum of six (6) years of service at Cal Poly.

***Criteria:*** Documented evidence of an established history of exemplary service and leadership on committees or in offices critical to the operation and function of the department, college, university, and/or discipline.

***Early Career Award for Achievement in Service***

***Purpose:*** This award recognizes a CLA faculty member for a history of exemplary institutional service early in his or her career.

***Eligibility:*** Any tenure-line faculty member with a professional career since their Ph.D. (or other appropriate terminal degree) of at least three (3) years and less than twelve (12) years and have had a minimum of three (3) academic years on appointment as a Cal Poly faculty member.

***Criteria:*** Documented evidence of exemplary service and leadership on committees critical to the operation and function of the College of Liberal Arts, its departments and/or programs, the university, and/or the discipline. Candidates still in their probationary period must also have records of teaching and scholarship appropriate for their time in the probationary period.