

## **PVM FACULTY AWARD FOR EXCELLENCE IN SERVICE NOMINATION FORM**

*(Refer to the attached Administrative Document #89-4 (3<sup>rd</sup> Revision) for Eligibility and Selection Criteria)*

**NAME OF NOMINEE:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_

**NOMINATION DOCUMENT:**

1. The nomination document should not exceed 4 pages, no smaller than 12-point font, and no less than 1-inch margins.
2. The nomination should contain all of the following components:
  - a. Description of how the individual consistently delivered distinguished service. Single incidences of exceptional service can be cited as examples of distinguished service, but the body of the nomination should reflect consistent and sustained delivery of exceptional service through the time of nomination.
  - b. One letter of support in addition to the nomination letter [Not included in the page limit]. The letter of support must be from a recipient of the service who is either external to PVM (e.g. referring veterinarian, client) or who is internal to PVM, but from outside of the nominee's unit (e.g. ancillary services).
3. The nominee's Curriculum Vitae (not included in the 4-page limit).

**NAME OF NOMINATOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Origin:** Academic Standards, Scholarships, and Awards Committee

## **PVM FACULTY AWARD FOR EXCELLENCE IN SERVICE**

### **Background:**

Many individuals are engaged in significant efforts in service through Purdue University College of Veterinary Medicine (PVM). This is especially true for individuals assigned in the Purdue University Veterinary Hospital, the Animal Disease Diagnostic Laboratory, and other PVM service units. The PVM Award for Excellence in Service is established to honor individuals for consistent and sustained delivery of distinguished service.

### **Eligibility:**

1. Current and permanent members of the PVM faculty (tenure and clinical track) are eligible.
2. Recipients of the award shall be ineligible for reconsideration for the following 3 years.

### **Criteria for Selection:**

1. Any faculty member who meets the eligibility criteria may be nominated by a department head, director, unit head, section chief, or faculty member for consideration by the selection committee. The Dean, Associate Deans, or Assistant Deans, may not nominate colleagues.
2. No more than one award shall be given in any year.
3. The service endeavor must involve the nominee's area of professional expertise. The exceptional service must be delivered through PVM and not as a private consultant.

### **Nomination Document:**

1. The nomination document should not exceed 4 pages, no smaller than 12 point font, and no less than 1" margins.
2. The nomination should contain all of the following components:
  - a. The name of the nominee, the service unit, and a description of how the individual consistently delivered distinguished service. Single incidences of

exceptional service can be cited as examples of distinguished service, but the body of the nomination should reflect consistent and sustained delivery of exceptional service through the time of nomination.

- b. One letter of support in addition to the nomination letter [not included in the page limit]. The letter of support must be from a recipient of the service who is either external to PVM (e.g. referring veterinarian, client) or who is internal to PVM, but from outside of the nominee's unit (e.g. ancillary services).
3. A copy of the nominee's curriculum vitae [not included in the page limit].

#### **Procedures:**

1. A nomination form will be distributed by the Office of Engagement in the spring semester of each year.
2. Nominations will be due in the Office of Engagement at least 6 weeks after distribution.
3. The selection committee will consist of the Associate Dean for Engagement, who shall act as chairperson, the PVH director, the ADDL director, and two individuals to be selected each year by the committee chairperson. If the PVH director or ADDL director nominates a colleague, the director must designate a replacement to serve on the selection committee for the year in which that nomination is considered.
4. In case there are no nominations, or if in the opinion of the selection committee the nominees are not deserving of the award, no award will be made that year.

#### **The Award:**

1. The award shall consist of:
  - a. An individual plaque and payment of \$1,000 presented to the recipient.