ACADEMIC AFFAIRS AWARD FOR OUTSTANDING SERVICE  
BY A GRADUATE STUDENT  
 NOMINATION FORM

The purpose of UNA’s annual Academic Affairs Outstanding Service Award is to formally recognize a graduate student who has provided noteworthy service (in terms of quantity and/or impact) to the individual’s department/discipline, the University/higher education, the Shoals community, service to professional organizations, and/or service at the state, national, or international level.

(To Be Completed by Nominator)

Name of Nominee:          Nominee’s College:
Nominee’s Degree/Concentration:

To help evaluate this graduate student for the outstanding service award, please provide a narrative addressing in detail the following criteria as well as any additional information that should be considered.

- Service to the graduate student’s department and/or college
- Service to the University/higher education
- Service to the surrounding community, region, state, nation, and/or global community
- Service to professional organizations

Limit the evaluation to contributions made while the graduate student was enrolled at UNA. If the nominee’s activities could be considered as scholarship (e.g., the receipt and implementation of a grant), the narrative should clarify how the nominee’s activities qualify as “service” (uncompensated or volunteer use of time and effort, activities outside of the individual’s normal class responsibilities). Narratives submitted in support of nominees should be limited to five pages.

In addition to the narrative, nomination materials should include a vita or résumé for the nominee with special attention given to service related activities while the graduate student was enrolled at UNA.

A college may submit more than one nomination for consideration.

________________________________________________________________________ Date:
Nominator Signature

________________________________________________________________________ Date:
Department Chair Signature (letter of support attached)

________________________________________________________________________ Date:
Dean Signature
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PROCEDURES AND CRITERIA

1. The Nomination Form must be submitted to the chair of the nominee’s department by the **Monday, November 11th**. Chairs must forward nominations to the respective dean/director by the **Monday, February 10th**, who will forward all materials to the Office of Academic Affairs by the **Friday, February 28th**. Electronic submissions are encouraged. Nominations may be made by students, faculty members, administrators and/or alumni. **All UNA graduate students are eligible for the award.**

2. The Outstanding Service Award Selection Committee, who will choose the university faculty award winner, will also make the selection for this graduate student award. This committee is made up of the three previous recipients of the faculty teaching award, a faculty member from the Anderson College of Nursing and Health Professions, the College of Arts and Sciences, the College of Business, the College of Education and Human Sciences, and a faculty member from Educational Technology/Library Sciences (to be rotated annually between the two divisions), and one student representative. The student representatives will rotate among the colleges in the following order: Arts & Sciences, Business, Education and Human Sciences, and Nursing and Health Professions. The Executive Assistant (Melissa Clark) in the Office of Academic Affairs will convene the committee in the fall semester to select a chair and to solicit nominees. The deans and the Vice President for Academic Affairs will select faculty and students to serve on the committee and must approve any changes to the award criteria prior to the solicitation of nominees for the award.

3. The award will be made for excellence in service, according to criteria stated on this nomination form.

4. The primary emphasis of the nomination should be scholarly work conducted while enrolled at UNA.

5. The type of award.
   A. There will be an acrylic award given to each recipient
   B. The name of the recipient will be displayed on a permanent plaque
   C. The recipient will be featured in the *Profiles in Excellence* publication.

6. The award will be presented by the Vice President for Academic Affairs and Provost at the University Awards Gala.