2023 ACADEMIC AFFAIRS AWARD
OUTSTANDING SERVICE BY A GRADUATE STUDENT
NOMINATION FORM
(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:

- 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.

NAME OF NOMINATOR

NOMINATOR SIGNATURE

DATE: ____________

DEPARTMENT CHAIR SIGNATURE (LETTER OF SUPPORT ATTACHED)

DATE: ____________

DEAN SIGNATURE

DATE: ____________
PROCEDURES AND CRITERIA - OUTSTANDING SERVICE BY A GRADUATE STUDENT

1. **September 2022:** Award Committees selected by Deans
   *The Deans must approve any changes to the award criteria prior to the solicitation of nominees for the award.

   **November 2022:** Nominations Open

   **February 6, 2023:** The Nomination Form, with accompanying documentation, must be submitted to the Chair of the nominee’s department

   **February 17, 2023:** The Nomination Form, with accompanying documentation, must be submitted to the Dean of the nominee’s college

   **February 22, 2023:** The Nomination Form, with accompanying documentation, must be submitted to the Office of Academic Affairs via email with PDF attachment.

   (smcmillan@una.edu)

   **April 24, 2023:** Awards Gala

2. 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.

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

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

4. The recipient will receive:
   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 Profiles in Excellence

5. The award will be presented by the Provost and Executive Vice President for Academic Affairs at the University Awards Gala (April 24, 2023).

   **Former Recipients are:**
   Ashley Massey (CASE) – 2020
   Kyle Reason (COEHS) – 2021
   Craig Witt (COEHS) - 2022
ACADEMIC AFFAIRS AWARDS

- Jim Couch Award for Outstanding Research – Faculty
- Outstanding Scholarship – Graduate Student
- Outstanding Service – Faculty & Graduate Student
- Lawrence J. Nelson Award for Outstanding Teaching – Faculty
- Outstanding Teaching Assistant – Graduate Student
- Outstanding Advising – Faculty

ACADEMIC AFFAIRS AWARD COMMITTEE SELECTION:

The Academic Affairs Award Committee members are chosen by the college Deans in the Fall semester and approved by the College of Academic Dean Committee during their September meeting. The AA Award committees are made up of the following:

- Three previous faculty recipients
- A staff member from the University Success Center (Advising Award only)
- A faculty member from the College of Arts, Sciences, and Engineering;
- A faculty member from the College of Business and Technology;
- A faculty member from the College of Education and Human Sciences;
- A faculty member from the Anderson College of Nursing and Health Professions;
- A faculty or professional staff member from Educational Technology/Library Sciences (to be rotated annually between the two divisions);
- One student representative (also rotated).

The student representatives from each college will rotate in the following order: Arts, Sciences, and Engineering; Business and Technology; Education and Human Sciences; and Nursing and Health Professions.

COMMITTEE RESPONSIBILITIES:

The Committee will convene in the Fall semester (Sept or Oct) to review responsibilities, timeline/deadlines, select a committee chairperson, review/discuss the nomination criteria and schedule subsequent meetings for nomination packet reviews and voting in February.

When the chairperson is selected, please notify Sheryl McMillan in the Office of Academic Affairs. smcmillan@una.edu

The Committee will be assigned to a Canvas course which will provide a collaborative environment to house announcements, files and the nomination packets once they are collected in the Provost office.
CHAIRPERSON RESPONSIBILITIES:

The Chairperson will be responsible for coordinating the meeting(s) in the Spring to review the nomination packets and manage a vote collection.

The Chairperson will notify the Office of Academic Affairs (smcmillan@una.edu) of the committee’s results, by the noted deadline – March 06, 2023.

The Chairperson will notify the winner and nominees via email – see below for sample dialogue:

<table>
<thead>
<tr>
<th>Selected as “winner”:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good afternoon ....</td>
</tr>
<tr>
<td>On behalf of the Academic Affairs Award for XXXXX Committee, I am pleased to let you know that you have been selected for the Academic Affairs Award for XXX.</td>
</tr>
<tr>
<td>Please provide a 150-200 word bio to Ms. Sheryl McMillan (<a href="mailto:smcmillan@una.edu">smcmillan@una.edu</a>) by March 27, 2023.</td>
</tr>
<tr>
<td>You will be receiving an invitation to the Awards Gala taking place on April XXth, 2023, where your award will be presented by the Provost and Executive Vice President for Academic Affairs.</td>
</tr>
<tr>
<td>Congratulations on this well-deserved recognition,</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Regrets:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good afternoon,</td>
</tr>
<tr>
<td>On behalf of the “Committee Name”, I am writing to thank you for your submissions for the “Award Name”. Unfortunately, you were not selected as this year’s winner. We appreciate your contributions at UNA.</td>
</tr>
<tr>
<td>Thank You So Much,</td>
</tr>
</tbody>
</table>

“Chair Name”

Your time and commitment is greatly appreciated!