

**2024 ACADEMIC AFFAIRS AWARD**  
**OUTSTANDING SERVICE BY FACULTY**  
**NOMINATION FORM**  
*(To Be Completed by Nominator)*

NAME OF NOMINEE:

\_\_\_\_\_

NOMINEE'S DEPARTMENT:

\_\_\_\_\_

To help evaluate this faculty member 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 faculty member's department/discipline
- Service to the University/higher education
- Service to the surrounding community, region, state, nation, and/or global community

Limit the evaluation to contributions made during the past **five** years.

If the nominee's activities could be considered as supporting teaching effectiveness or 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 job responsibilities).

Narratives submitted in support of nominees should be limited to **five** pages.

In addition to the narrative, nomination materials should include a curriculum vita or résumé for the nominee with special attention given to service related activities in the last **five** years.

A college may submit more than one nomination for consideration.

\_\_\_\_\_  
NAME OF NOMINATOR

DATE: \_\_\_\_\_

\_\_\_\_\_  
NOMINATOR SIGNATURE

DATE: \_\_\_\_\_

\_\_\_\_\_  
DEPARTMENT CHAIR SIGNATURE *(LETTER OF SUPPORT ATTACHED)*

DATE: \_\_\_\_\_

\_\_\_\_\_  
DEAN SIGNATURE

## PROCEDURES AND CRITERIA - OUTSTANDING SERVICE BY FACULTY

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1. **September 2023:** 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 2023:** Nominations Open  
**February 9, 2024:** The Nomination Form, with accompanying documentation, must be submitted to the Chair of the nominee's department  
**February 16, 2024:** The Nomination Form, with accompanying documentation, must be submitted to the Dean of the nominee's college  
**February 23, 2024:** The Nomination Form, with accompanying documentation, must be submitted to the Office of Academic Affairs via email with PDF attachment.  
([smcmillan@una.edu](mailto:smcmillan@una.edu))  
**April 22, 2024:** Awards Gala
2. Electronic submissions are encouraged. Self-nominations are accepted. Nominations may also be made by students, faculty members, administrators and/or alumni. All UNA full-time faculty 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 faculty member 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, and/or service at the state, national, or international level.*
4. The recipient will receive:
  - A. There will be an acrylic award given to each recipient
  - B. The recipient of the award will receive a \$750 faculty development grant
  - C. The recipient will be featured in *Profiles in Excellence*
5. The award will be presented by the Provost and Vice President for Academic Affairs at the University Awards Gala (April 24, 2023).
6. No faculty member may receive the **Outstanding Service Award** more than once in a 10-year period.  
**Former Recipients Outstanding Service:**

Ernestine Davis (ACONHP) – 2007	Andrea Hunt (COAS) – 2016
Cynthia Burkhead (COAS) – 2008	Doug Barrett (COB) – 2017
Wendy Darby (ACONHP) – 2009	Clarissa Hall (ACONHP) – 2018
Bill Strong (COAS) – 2010	Lee Renfroe (COEHS) – 2019
Marilyn Lee (ACONHP) – 2011	Rachel M. Winston (ACONHP) – 2020
Mike Hall (COEHS) – 2012	Janet Truitt Jenkins (COBT) – 2021
Celia Reynolds (Collier) – 2013	Stephanie Clark (ACONHP) - 2022
Tera Kirkman (ACONHP) – 2014	Gary Padgett (COEHS) - 2023
Kerry Gatlin (COB) – 2015	

