

EXCELLENCE AWARDS INSTRUCTORS and ACADEMIC SUPPORT PROFESSIONALS

NOMINATION PROCEDURES

Faculty Agreement

The Agreement between Northeastern Illinois University and the University Professionals of Illinois states that “Excellence Awards for Instructors and Academic Support Professionals are in recognition of achievement during an academic year.” **Nominations and all supporting evidence must be based on accomplishments in the academic year 2006-2007 (between July 1, 2006 and August 31, 2007).**

Instructors and Academic Support Professionals may apply for this award or may be nominated.

Instructors and Academic Support Professionals who wish to nominate themselves for the Excellence Awards provided in the pending Agreement are requested to submit the attached form and supporting documentation/evidence of accomplishment to the Instructor and Academic Support Professional Excellence Awards Committee in care of the **Office of the Provost, on or before Friday, April 4, 2008 at 4:30 p.m.**

Members of the university community who wish to nominate an Instructor or Academic Support Professional for one of these Awards are requested to submit the attached form and any testamentary statement, **and inform the nominee, by the same deadline.** The Committee will then contact the nominee to confirm the nomination and to request documentation/evidence in support of the nomination.* Such documentation/evidence shall be submitted to the **Office of the Provost on or before Monday, April 14, 2008 at 4:30 p.m.**

Members of the Committee are not eligible for the award.

Number and Amount of Awards

There are ten (10) awards designated for Instructors and Academic Support Professionals. The specific number of nominations, self or otherwise, to be recommended to the President by the Committee will depend on the quality of the accomplishments of the nominees. After reviewing the Committee’s recommendations, the President shall select the recipients of the Awards. The maximum award to any particular individual is limited to \$750.00, which will be added to the Instructor’s or Academic Support Professional’s base salary. The increase will be effective September 1 for Instructors and July 1 for Academic Support Professionals.

***Self-nominees will not be contacted.**

For Instructors and Academic Support Professionals, these awards are made in recognition of outstanding achievement in the area of the individual's primary duties.

For Instructors, this includes, but is not limited to, innovations and exceptional accomplishments in teaching, the development of programs and course materials, and procurement of outside funding for their implementation.

For Academic Support Professionals this includes evidence of excellence in the area in which the individual is primarily employed (advising, recruiting, etc.). This includes, but is not limited to, innovations and exceptional accomplishments with regard to interactions with the students of Northeastern Illinois University.

The nominator (self or other) must provide a one-page typed narrative, **attached to the nomination form**, in support of the nomination, specifically relating it to one of these criteria.

The nominee must submit supporting materials documenting the claimed accomplishments. The list of accomplishments should be limited to four pages. Supporting documentation should be submitted where applicable. This evidence should be further restricted to the period(s) covered by these Awards. Materials used as documentation for Instructor and Academic Support Professional Excellence Awards granted previously may not be used a second time as documentation for any future Instructor and Academic Support Professional Excellence Awards. Supporting materials other than testamentary materials will be returned to the nominees after the announcement of the Awards. *(For suggestions on how to prepare the materials you wish to submit for consideration for an excellence award, please consult "Excellence Awards: Suggestions for Material Preparation" in the "Faculty Resources" section of the Academic Affairs web page.)*

Each committee member will review all nominations independently, categorizing each as "Highly Recommended," "Recommended," "Neutral," or "Not Recommended." The Committee will then meet to develop a consensus categorization. All nominations, thus categorized, will then be forwarded to the President.

APPLICATION/NOMINATION FORM
INSTRUCTOR and ACADEMIC SUPPORT PROFESSIONALS
EXCELLENCE AWARDS

Nominations and all supporting evidence must be based on accomplishments in the academic year 2006-2007 (between July 1, 2006 and August 31, 2007)

APPLICANT/NOMINEE _____

DEPARTMENT _____

NOMINATOR _____

CATEGORY OF OUTSTANDING ACHIEVEMENT (please indicate below)

- A. INSTRUCTOR**
- B. ACADEMIC SUPPORT PROFESSIONAL**

SUPPORTING EVIDENCE SUBMITTED

- 1. Nominator's narrative statement—attached and limited to one page**
- 2. List of accomplishments to support nomination, limited to four pages**
- 3. Supporting documentation**

Please submit nominations by Monday, April 4, 2008, to

**Instructor and Academic Support Professional
Excellence Awards Committee 2006-2007
c/o Office of the Provost**

All documentation/evidence for self-nominees must be submitted to the Office of the Provost by Friday, April 4, 2008 at 4:30 p.m.

All documentation/evidence for other nominees must be submitted to the Office of the Provost by April 14, 2008 at 4:30 p.m.