

CRITERIA AND PROCEDURES FOR SELECTING THE UNIVERSITY OF LOUISIANA AT LAFAYETTE SERVICE AWARD

Criteria:

Length of Service: The candidate should have a minimum of three years' full-time service at UL Lafayette.

Rank: There is no restriction on the faculty rank of the candidate. Endowed Professorship and Chair holders are eligible. Deans, associate deans, assistant deans, department heads, and acting department heads are ineligible.

Basic Criteria for Selection: The criteria for selection include: commitment and effectiveness to service learning, combining service and classroom instruction, engaging community partners, providing solutions for a community identified problem, reflective thinking activities, and developing a student's personal and civic responsibility activities. The exceptional faculty will integrate service learning as a key component of higher education providing students with skills and knowledge to become effective citizens and community leaders. A key factor will be the innovation of the faculty to engage problem-solving in the classroom.

Procedures:

Each department and/or school shall devise its own methods for selecting nominees based on the above criteria. Once nominees have been selected, their names shall be forwarded to the dean of the college. The faculty application should include a complete current vita and portfolio. The portfolio shall include evidence of outstanding service learning that may include syllabi, student work, letters of recommendation from students, alumni, and community leaders and other relevant evidence. The department shall write a detailed letter of recommendation explaining the importance of the faculty member's contribution and providing additional information as applicable.

The dean shall organize procedures to select the final candidate from the college and forward the nominee to the Service Learning Selection Committee via the Office of Faculty Affairs. The letter of recommendation from the dean should thoroughly amplify the information in the department head's letter.

Note: The Service Learning Selection Committee shall be composed of members from each academic college. The Assistant Vice President for Faculty Affairs shall chair the Committee. Therefore, as much clarifying information as possible is important in the portfolio and letters.

The committee shall review the credentials of the candidates and rank them independently of one another. The Committee shall meet as a whole, select the nominee, and forward the names to the Provost, then to the President of the University, who, if the president concurs will, then send to the AVP for Faculty Affairs. The AVP for Faculty Affairs then sends to the UL Foundation.