

College of Languages, Linguistics & Literature

2017 Excellence in Service Award

The purpose of the College of Languages, Linguistics & Literature Excellence in Service Award is to recognize staff members who demonstrate outstanding and dedicated professional service that helps attain the mission of their unit and the college. The award amount is \$1,000*, and recipient will be recognized at the annual LLL Aloha Reception.

Eligibility

Both civil service and APT employees with at least 50% FTE in the College of LLL during the last three years (or since Spring 2014) are eligible for nomination.

Graduate assistants are ineligible. Staff members on LWOP during fall 2016 and/or spring 2017 are ineligible.

Prior recipients of the Excellence in Service Award are ineligible.

Application Procedure

An individual may be nominated by students, faculty, or staff.

The nomination should include a 1-page statement that addresses how the individual has helped to enhance the educational experiences of students, facilitate the work of faculty, and/or improve administrative operations over a period of at least three years in a given unit. Up to five letters supporting the nomination from students, faculty, or staff members may be included. If the nominator is not the supervisor of the nominee (e.g., Department Chair), one of the letters of support has to be written by the supervisor.

All required documents should be submitted in a sealed package to the Dean's office (Bilger 101).

Deadline: Friday, February 24, 2017 (incomplete or late applications will not be considered)

Selection Criteria

A committee appointed by the Dean will review all applications and select a recipient based on:

1. Quality and significance of the service
2. Support from the supervisor
3. Support from other members of the unit

** The \$1,000 award is considered an addition to the recipient's income*