College of Education

& Professional Studies

OUTSTANDING SERVICE AWARD

Application Instructions

Application Deadline: 4:00 pm May 1 (*or the nearest business day if May 1 falls on a weekend*)

All applications, including supporting materials, must be received **electronically** in the Office of the Associate Dean by the application deadline. Please submit your materials or a link to your materials to Eileen Troemel at [troemele@uww.edu](mailto:troemele@uww.edu).

*Notes: Only complete applications will be reviewed by the Scholarship and Awards committee*

This application is aligned with the university-wide process to recognize outstanding service. Full-time faculty members in the College of Education & Professional Studies at UW-Whitewater are encouraged to apply.

The name of the person selected by the COEPS Scholarship and Awards committee as the college award recipient will be forwarded to the University Faculty Service Awards Committee for consideration for the following academic year. The recipient will also be recognized with presentation of an inscribed award plaque at the COEPS Fall Forum, typically held in mid to late August as part of Welcome Week on campus.

**Submission of Application Materials**

1. Prepare and attach a **narrative** **indicating interest in the award and rationale for why the applicant’s work is significant and worthy of recognition** (limit to 3 pages).
2. Solicit and attach one **letter of support**.
3. **A listing of titles and dates of service activities.** Please note that contributions identified by an applicant must have been made while a member of the faculty at UW-Whitewater.

"Service" is defined as contributions to the University, as well as professional and public services activities.

* Contributions to the University include contributions to the governance, administration, and operation of the institution.
* Professional and public service activities include activities in the faculty member's discipline, art, profession, or society, provided that the faculty member provides such service as a practitioner of his/her discipline, art, or profession, or as a representative of the University or University system.
* Consult the Standard Classification of Performance Data for a list of Service Activities.
* Teaching and research activities are excluded from consideration for this award.

University of Wisconsin-Whitewater

2019 College of Education & Professional Studies Service Award

Application Cover Sheet

NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TITLE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DEPARTMENT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Checklist of required attachments:

\_\_\_\_\_ Narrative

\_\_\_\_\_ Letter(s) of Support (only one is needed; list name of reference below)

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ A listing of titles and dates of service activities. Please note that contributions identified

by an applicant must have been made while a member of the faculty at UW-Whitewater.