

Oliver P. Pennock Distinguished Service Awards

You are invited to submit nominations for the Oliver P. Pennock Distinguished Service Awards to be bestowed by the University in April. **The deadline for nominations to be received is February 1st.** These awards recognize five or more years of continuing meritorious and outstanding achievement by full-time faculty members or administrative professionals. The award program was established as a tribute to Professor Pennock, who served as a distinguished professor of Civil Engineering in the 1920's.

The award will be based upon demonstrated outstanding achievement in the exercise of the individual's responsibilities to the University.

A Recipient of the Pennock Distinguished Service Award is not eligible to receive a second award for five years.

Each of the recipients will receive a special plaque and a monetary award. The awardees will also be honored at a special ceremony.

The procedures and nomination form for the Oliver P. Pennock Distinguished Service Awards can be found on the Provost's Office website at

<http://provost.colostate.edu/university-awards/>. Please be sure to describe in detail the nominee's service and accomplishments. If you have questions about how to prepare your nomination, please contact Barb Gibbens in the Provost's Office at 491-6614 or barb.gibbens@colostate.edu

An electronic copy of the complete nomination packet should be sent to barb.gibbens@colostate.edu no later than 4 p.m. on February 1. The Subject Line should read "Pennock Award – *nominee's name*"

No hard copies or late submissions will be accepted.

(continued on the next page)
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Instructions for Submitting Nominations: In the interest of consistency and fairness, nominations that do not adhere to the following requirements will not be considered:

1. All nominations must be limited to **five (5) double spaced typewritten pages** in addition to the cover sheet.
2. Nominations should include the following information:
 - a. Cover sheet information – name of nominee, department or unit, present position and title, name and department of nominator;
 - b. The individual's job description (on the coversheet);
 - c. Other awards received, listing both awards and dates (this list can be single spaced);
 - d. Biographical sketch including education and experience;
 - e. Qualifications for the award – this section should include the rationale and supporting evidence for the nominations and should address all areas of responsibility.
 - f. A list of courses taught at Colorado State University (this list can be single spaced).
A traditional curriculum vita is not acceptable.
3. Supporting information may include references to publications, honors, support from colleagues and students, and any other data that may be helpful in assessing the nominee's qualifications. Comments from letters of support should be incorporated in the body of the nomination. The letters should not be attached.

General Considerations for Selection: Nominators are reminded that all responsibilities of the individual must be addressed. Below is a general listing of responsibilities to assist you in preparing your nomination. Not all areas are relevant to each nominee.

The committee will:

- consider evidence of high quality instruction and interaction with students which exceed the normal expectation; recognition of performance by peers and students; and involvement in curriculum development, new courses, and progressive teaching methods as well as any other evidence offered;
- seek individuals who have contributed in a significant manner to the University's reputation for research and/or creative contributions. Evidence of peer judgment must be included;
- seek an extended record of active participation in and significant contribution to these University activities. Such service could include leadership in departmental, college, and University committees, service on special bodies, or special activities related to faculty governance, curriculum, or personnel. Such activity should be beyond normal administrative duties. Other criteria of interest could include outstanding performance in facilitating the attainment of the University's objectives with respect to its instructional, research, and service programs. This includes nomination of individuals who have made significant contributions in divisions of the University which are not obviously and directly related to the academic program, but which support the total program and mission of the University.

Additional considerations include:

- 1) demonstration of effectiveness in planning, organizing, executing, communicating, and evaluating programs;
- 2) new and creative contributions to the University either personally or through a nominee's organizations;
- 3) demonstration of effective recruitment, training, evaluation, and retention of staff;
- 4) effective and economical utilization of University resources; and
- 5) demonstration of exceptional abilities in problem solving.