

# Oliver P. Pennock Distinguished Service Award

## Nomination Information

The Oliver P. Pennock Distinguished Service Awards recognize five (5) or more years of continuing meritorious and outstanding achievement by full-time tenure/tenure-track or CCAF/NTTF faculty, administrative professionals, and state classified employees. The award program was established as a tribute to Professor Pennock, who served as a distinguished professor of Civil Engineering in the 1920s. The deadline for nominations to be received is February 1, and the awards are bestowed in April.

The awards 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 (5) years. Each recipient will receive a special plaque and a monetary award. The awardees will also be honored at a ceremony.

The nomination form for the Oliver P. Pennock Distinguished Service Award may be found on the [Provost's Office awards webpage](#). Please 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 (970) 491-6614 or [barb.gibbens@colostate.edu](mailto:barb.gibbens@colostate.edu).

### 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 page** (see "Nomination Cover Page" on the Provost's website).
2. Nominations should include the following information:
  - Completed cover sheet.
  - Other awards received, listing both awards and dates (this list may be single spaced).
  - Biographical sketch including education and experience.
  - Qualifications for the award — this section should include the rationale and supporting evidence for the nominations and *should address all areas of responsibility*.
  - If applicable, a list of courses taught at Colorado State University (this list may be single spaced).

\*Do *not* include a traditional curriculum vitae or resume.
3. Supporting information may include references to publications, honors, support from colleagues and students, and any other information 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 that exceed the normal expectation; recognition of performance by peers and students; 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 that are not obviously and directly related to the academic program, but that support the total program and mission of the University.

### **Additional considerations include:**

- Demonstration of effectiveness in planning, organizing, executing, communicating, and evaluating programs.
- New and creative contributions to the University, either personally or through a nominee's organizations.
- Demonstration of effective recruitment, training, evaluation, and retention of staff.
- Effective and economical utilization of University resources.
- Demonstration of exceptional abilities in problem solving.

## **Nomination Submission**

An electronic copy of the complete nomination packet must be sent to [barb.gibbens@colostate.edu](mailto: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.