



**Campus Award for Excellence in Public Engagement
2009-2010 Guidelines for Individual and Project Nominations
Initial Nominations due by 5 p.m. Monday, October 5, 2009**

OVERVIEW

Nominations are invited for the **2008-2009 Campus Awards for Excellence in Public Engagement**. These awards recognize those faculty members, academic professionals, students and public engagement projects who engage the public to address critical societal issues.

Each individual faculty member or academic professional award winner will receive a \$1500 cash award and a \$1500 permanent salary increase. Up to three awards will be made, with at least one being in the *academic professional* category. In the student category, up to two \$1500 cash awards will be given to undergraduate, professional or graduate students to be used for professional development and to support other educational activities.

One Project CAEPE Award will be made to recognize outstanding contributions uniquely accomplished through a team effort. The award includes a \$5,000 contribution to the sponsoring unit intended to support or enhance the project for which recognition is bestowed.

Nomination process for CAEPE Awards: The first stage of the nomination process requires a *detailed letter of nomination rather than a full dossier*; a more complete dossier of the individual's public engagement activities will be requested for only the finalists for each award. Nominations may be submitted via regular or campus mail, or via email to nbanks@illinois.edu
Nomination forms and letters (no more than 3 pages) are due in the Office of Public Engagement by 5:00 pm, October 5, 2009.

ELIGIBILITY

All faculty members, instructors, academic professionals, graduate and undergraduate students who have demonstrated significant individual contributions to the world, nation, state or community through distinguished university public engagement are eligible for these awards. University public engagement is defined as organized and sustained activity that applies the expertise of a faculty, academic professional, or student beyond the campus and into local, state, national or international public arenas. For purposes of these awards, distinguished public engagement is sustained (a minimum of two years for students, and three years while at the University of Illinois for all others) and direct extension of an individual's disciplinary or technical expertise to the public and non-profit sector. Engagement or service resulting in monetary gain (private consulting), service that is performed as a private citizen (membership in

local service clubs, for example) or as an elected public official will not be considered in the evaluation. The candidate's public engagement activities while employed elsewhere will be considered; however, the extent of engagement (minimum of three years) with the public while a faculty or academic professional at Illinois will be the most significant factor in the evaluation.

EXAMPLES OF PUBLIC ENGAGEMENT ACTIVITIES

The following activities are examples of the kinds of activities through which faculty, academic professionals, and students use their expertise to contribute to the public good:

- Assisting the public with problem solving, assisting underserved and/or marginalized populations, developing public policy and/or providing technical assistance, ;
- Conducting short or long term social or scientific research in collaboration with a community partner(s) in which both the campus and the community entities accrue benefits;
- Creating and sustaining partnerships with organizations such as schools, business and industry associations, local governmental units, neighborhood or community organizations, or public agencies around critical issues;
- Organizing ways for engaging students in communities and schools and linking student classroom experiences with community involvement;
- Providing leadership in public programming such as is offered through UI Extension, WILL public broadcasting (radio and TV), or through campus arts, humanities and cultural programming venues such as Krannert Performing Arts Center, Krannert Museum, or the University Library.

CRITERIA FOR SELECTION OF FACULTY MEMBERS AND ACADEMIC PROFESSIONALS EMPLOYEES

The selection committee will evaluate the nominations on the degree to which the nominees meet the following criteria in performing public engagement activities:

- Sustained leadership (minimum of three years at the University of Illinois at Urbana Champaign, or with long-standing entities that have recently been added to the campus) in working with the public and/or external organizations. Award candidates must have at least three years of cumulative experience with the entity and/or the campus.
- Sustained leadership (minimum of three years at the University of Illinois at Urbana Champaign, with the exception of longstanding entities who have recently been added to the campus) in working with the public and/or external organizations. Award candidates must have at least three years of cumulative experience with the entity and/or the campus.
- Innovative or entrepreneurial ways of working for the well being of citizens and communities.
- Documented excellence in extending University knowledge.
- Evidence of the impact on the community served.
- Demonstrated intellectual, professional, personal and/or career growth as a result of the experience.
- Demonstrated level of responsibility that goes above and beyond what is expected.
- For faculty, evidence of impact on scholarship/research, instruction and curriculum development, or evidence of national significance in the field or community.

CRITERIA FOR SELECTION OF STUDENTS

The selection committee will evaluate the nominations on the degree to which the student nominees meet the following criteria in performing public engagement activities:

- Sustained leadership (minimum of two years) with responsibilities that have progressively increased over time;
- Innovative and/or entrepreneurial ways of working for the well being of citizens and communities;
- Evidence of the impact on a community served;
- Demonstrated intellectual or professional, and personal development as a result of the experience.

CRITERIA FOR SELECTION OF PROJECT AWARD

The selection committee will evaluate the nominations on the degree to which the project meets the following criteria in performing public engagement activities:

- Sustained leadership (minimum of three years at the University of Illinois at Urbana Champaign, with the exception of longstanding entities who have recently been added to the campus) in working with the public and/or external organizations. Award candidates must have at least three years of cumulative experience with the entity and/or the campus.
- Innovative and/or entrepreneurial ways of working for the well being of citizens and communities.
- Documented excellence in extending University knowledge.
- Evidence of the impact on the community served.
- Evidence of impact on scholarship, instruction, and curriculum development, or evidence of national significance in the field or community.
- Consideration will be given to projects that encourage participation from multiple stakeholders.

NOMINATION PROCEDURES

Any employee of the University of Illinois at Urbana-Champaign or members of the public working with the nominee can make nominations. **Nomination forms and letters** (no more than 3 pages) are due in the Office of Public Engagement by 5:00 p.m. on Monday, October 5, 2009 or by email to nbanks@illinois.edu

A. Initial screening:

1. A nomination cover sheet included at the end of these guidelines;
2. A nomination narrative (no more than two pages) describing how the nominee fulfills the stated criteria. The narrative should include: descriptions of specific activities or programs in which the candidate has excelled, comments on the importance of the individual's work to the campus, special characteristics that extend the nominee's expertise and set him/her apart from others and indicators of the impact of the activities on the external community as well as on the university;
3. For those who may have outreach (engagement) as a part of their job description, applications should clearly indicate how the person's work or the project is entrepreneurial, innovative or goes above and beyond the work normally associated with

their job. This would also include how the person or the project engages individuals and/or groups that may not access or frequently engage with the University of Illinois.

4. The nominator should insure that documentary evidence is available; please provide the names and contact information for two individuals (other than the nominator) who can verify the demonstrated impact on community.

- A. Finalists: After the initial screening, nominators of semifinalists will be contacted and requested to submit:
1. Three letters of reference (other than the nominator) for all candidates selected as finalists. One of these letters must be from an outside constituent and one from the candidate's unit. *It is not necessary to send letters of recommendation until asked to do so.*
 2. The nominee's *curriculum vitae* or resume. For the Project Award, *curriculum vitae* or resumes for up to five project members will be requested.

REVIEW COMMITTEE

A Nomination Review committee comprised of faculty, at least one academic professional, and at least one current student will be appointed by the Vice Chancellor.

2009 SUBMISSION SCHEDULE

September 1	Award announcement and guidelines published
October 5	Nomination Letters (no more than 2 pages) are due in the Office of the Vice Chancellor for Public Engagement, Swanlund Administration Building, MC-304 by 5 pm or emailed to nbanks@illinois.edu by this date/time
October 15	Nominators of award finalists contacted for full dossier;
November 6	Deadline for submission of full dossier;
December 1	Award winners and their nominators notified (approximate date)
February 2	Recognition reception

**Campus Award for Excellence in Public Engagement
INDIVIDUAL NOMINATION COVER SHEET**

Nominee's Name: _____

Position: _____ Faculty _____ Academic Professional
 _____ Graduate/Professional Student _____ Undergraduate Student

Department: _____

Address: _____

Telephone Number: _____

E-mail Address: _____

Is nominee aware of nomination? _____ Yes _____ No

Nominator's Signature: _____

Nominator's Title
and Department: _____

Nominator's Address: _____

Nominator's Telephone Number: _____

Nominator's E-mail Address: _____

Signature of Nominee's
Department Head: _____

Return to: Office of the Vice Chancellor for Public Engagement
 Attention: Nathaniel C. Banks
 304 Swanlund Administration Building
 MC-304 ph (217) 333-9525

**Campus Award for Excellence in Public Engagement
PROJECT AWARD NOMINATION COVER SHEET**

Project Name: _____

Project Members (names, title, academic or administrative unit, up to five) (use additional sheets if necessary):

Project primary contact person:

Name: _____

Campus Address: _____ mail code _____

Campus phone: _____ email address _____

Nominator Information

Nominator's Name: _____

Nominator's Title
and Department: _____

Campus Address: _____ mail code _____

Campus phone: _____ email address _____

Signatures:

Nominated Project's
Home Department Head: _____ Date _____

Nominator: _____ Date _____

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Attention: Nathaniel C. Banks
304 Swanlund Administration Building
MC-304 ph (217) 333-9525