Campus Award for Excellence in Public Engagement
2015-2016 Guidelines for Individual and Team Nominations
Nominations due by 5 p.m. on Wednesday, February 24, 2016
via PDF to publicengagement@illinois.edu

OVERVIEW
Nominations are invited for the 2015-16 Campus Award for Excellence in Public Engagement. These awards recognize those faculty members, academic professionals and students who engage the public to address critical societal issues.

Each individual faculty member and 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 Team 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.

Recognizing that many individuals are frequently involved in several public engagement activities across campus, one consideration in the award process will be the number of projects for which an individual is nominated. The committee makes an effort to ensure a diversity of individuals and teams receive awards each year.

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 or team’s public engagement activities will be requested only for the finalists for this award.

Nomination forms and letters are due in the Office of Public Engagement on February 24, 2016 at 5:00 pm via PDF to publicengagement@illinois.edu.

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 this award. 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 year 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) is not considered public service, nor is service that is performed as a private citizen (membership in local service clubs, for example) or as an elected public official. 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 that goes beyond their job responsibilities and makes a difference for others:

- Assisting the public with problem solving, 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 link student classroom experiences with community involvement;
- Providing leadership above what is required for their current position and goes beyond job responsibility expectations. This leadership may be related to 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

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) in working with the public and/or with external organizations.
- Innovative or entrepreneurial ways of working for the well being of citizens and communities.
- Documented excellence in extending University knowledge using an array of distribution channels or social media.
- Evidence of the impact on the community served.
- Demonstrated intellectual, professional, personal and/or career growth as a result of the experience.
- 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 TEAM AWARD
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 (a minimum of three years) in working with the public and/or with external organizations.
- 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/research, instruction and curriculum development, or evidence of national significance in the field or community. The selection committee is looking for impact beyond publications.
- Consideration will be given to projects that encourage participation from multiple stakeholders.
- At least one member of the team must be a faculty or academic professional at the University of Illinois.

NOMINATION PROCEDURES

Any employee of the University of Illinois at Urbana-Champaign or members of the public working with the nominee can make nominations. Nominators must notify the nominee that they are being nominated for a CAEPE Award. The nomination is a two-step process. The review committee will screen the initial nominations and notify the nominators as to which nominations will move forward to the final screening.

Nomination forms and letters are due to the Office of Public Engagement on February 24, 2016 by 5:00 pm via PDF to publicengagement@illinois.edu.

A. Initial screening:
   1. The 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 of the project engages individuals and/or groups that may not have access or frequently engage with the University of Illinois.
   4. Where applicable, please include links to online materials related to the individual or team project, including websites, social media and other online resources.
   5. The nominator should ensure that documentary evidence is available; please provide the names and contact information for two individuals (other and the nominator) who can verify the demonstrated impact on the community.

B. Finalists: After the initial screening, nominators and nominees will be contacted and the nominators of semifinalists will be 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 including brief annotations highlighting nominee’s engagement activities. For the Team Award, curriculum vitae or resumes for up to five team leaders will be requested, with at least one of the five curriculum vitae being from a University faculty or
academic professional.
3. Where applicable, please include links to online materials related to the individual or team project, including websites, social media and other online resources.

REVIEW COMMITTEE
A Nomination Review committee comprised of faculty, at least one academic professional, and at least one current student. In the year the committee member serves, he or she is not eligible to receive an award or nominate a potential award recipient.

2015-16 SUBMISSION SCHEDULE

December 1, 2015       Program announcement and guidelines published
February 24, 2016      Nomination Letters are due to the Office of Public Engagement by 5 pm via PDF to publicengagement@illinois.edu by this date;
March 1, 2016          Nominators of award finalists contacted for full dossier;
March 11, 2016         Deadline for submission of full dossier;
March 24, 2016         Award winners and their nominators notified
April 26, 2016         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: _____________________________________________________________

Web address / Social Media: ________________________________________________

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: ______________________________________
Campus Award for Excellence in Public Engagement
TEAM NOMINATION COVER SHEET

Project Name: ____________________________________________________________

Team Members (names, title, and academic or admin. unit) (use additional sheets if necessary):

Team primary contact person:

Name: ________________________________________________________________

Campus Address: __________________________ Mailcode: _____________

Campus phone: __________________________ Email Address: ______________

Web address / Social Media: ______________________________________________

Nominator Information

Nominator’s Name: ____________________________________________________

Nominator’s Title and Department: _______________________________________

Campus Address: __________________________ Mailcode: _____________

Campus phone: __________________________ Email address: ______________

Signatures:
Nominated Project’s Home Department Head: _____________________________

Nominator: ____________________________________________________________________