



OUTSTANDING PUBLIC SERVICE AWARD

Nomination for Faculty and Staff

The Public Service Committee is soliciting the names of faculty and staff that have performed outstanding public service for the University. The MTSU Foundation funds three (3) Outstanding Public Service Awards. These awards are one way that faculty and staff are recognized and rewarded for their public service efforts. The MTSU Foundation provides several other awards each year.

Information and Guidelines for MTSU Outstanding Public Service Award

I. Public Service Defined

The Public Service Committee has defined public service as the term used to encompass the activities, which utilize the professional expertise of the University faculty in providing service to the community, region, state, or nation, within the bounds of the University mission as executed by its departments. These activities are commonly included under the headings of extension, continuing education, community service, adult education, and consultation.

II. Criteria

1. All activities considered in the selection for the award must satisfy the definition of public service as currently adopted by the MTSU Public Service Committee.
2. The award is restricted to full-time MTSU faculty and staff who have not received this award within the last five years.
3. Nominations may be made by the following – full-time faculty, staff, alumni, or members of MTSU Foundation. A single nomination is sufficient to be considered.
4. Only public service activities while at MTSU will be considered.
5. No recipient is eligible for more than one Foundation award in a given year.
6. Minimum of Four (4) years full-time employment/teaching at MTSU.

- III. Two (2) awards in the amount of \$3,000 each for faculty.
One (1) award in the amount of \$3,000 for a MTSU staff**

IV. Selection Procedure

1. Nominations should be forwarded to:
Carol.Swayze@mtsu.edu
2. Upon nomination deadline, the nominees will be sent the Public Service Award Application Packet. Nominees will complete and submit the application packet along with documentation of service activities. Nominees must include a brief biography and have a current photo available in Photographic Service.
3. The Public Service Committee will review the Public Service Applications of all nominees and select the recipients.
4. The University College or the Public Service Committee will tally votes.
5. The names and applications of the recipients will be submitted to the Provost's Office and the MTSU Foundation.
6. The MTSU Outstanding Public Service Awards will be presented during the annual University Fall Faculty Meeting in August.

V. Deadlines

March 15, 2024	Last day to submit a nomination for public service award.
April 12, 2024	Nominee application packets due.
April 16 – May 3, 2024	Committee to review application packet.
August, 2024	Award presented during University Fall Faculty Meeting.

Please send your nomination to Carol.Swayze@mtsu.edu
You may click & type directly into the text box on the Ballot Form.

NOMINATION BALLOT

MTSU Outstanding Public Service Award

I Nominate:

Submitted by: