

# **CHRIS PLYLER EXCELLENCE IN SERVICE AWARD FOR PALMETTO COLLEGE CAMPUSES**

## **INFORMATION ABOUT THE AWARD**

### **The Award**

1. The award will be accompanied by a monetary stipend in the amount of \$2500.
2. Awards will be presented at the USC Columbia Honors and Awards ceremony and announced at the last Palmetto College Campuses Senate Meeting of the academic year.
3. The award file covers the previous three (3) years of service (candidates with less than three years at a USC campus may submit less). For example, for the 2017 award year, faculty may include information from Fall 2014 up to Fall 2017.

### **Eligibility**

1. Nominees must be full-time Palmetto College Campus faculty.
2. All full-time faculty members are eligible, even if they have less than three (3) years of full-time teaching experience at a Palmetto College Campus.
3. Previous Award recipients are not eligible for nominations for a period of three (3) years after receiving the Award.
4. Recipients of other service awards are still eligible for nomination for the Plyler Award.
5. The Palmetto College Campus Senate's Welfare Committee judges the files on the following criteria as defined in the Palmetto College Campus Faculty Manual:
  - Community Service
  - Campus Service
  - Palmetto College Campus and Greater University Service
  - Professional Service

## **REQUIRED MATERIALS FOR NOMINEE'S FILE**

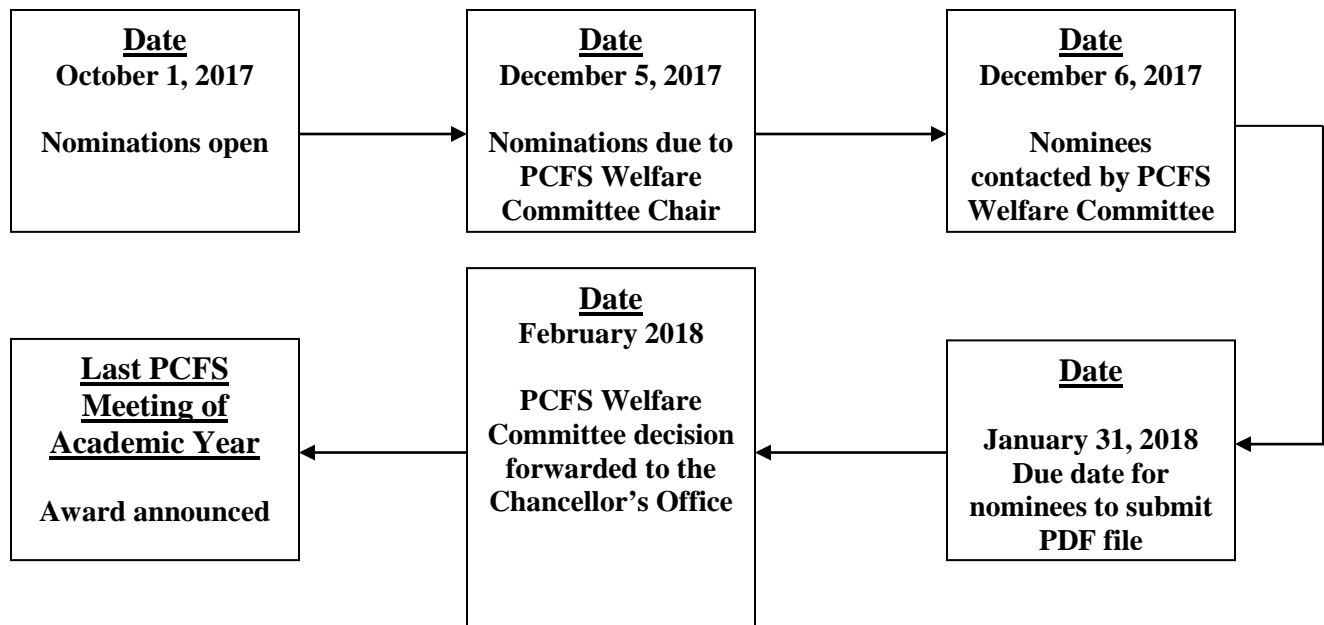
1. A 2-page vita (specific to service)
2. A narrative and summary of qualifications (Up to 5 pages maximum)
  - a. Narrative: Summarizes the candidate's service activities.

- b. Summary: May include service activities in the community, on the campus, in Palmetto College and the greater university, and/or any professional activities. A list of these categories and their relationship to service-oriented activities is located in the Palmetto College Campus Faculty manual. Suggestions for the summary (in no particular order):
  - Nature of service
  - Function of service
  - Evaluations from participants
  - Statements and testimonies from supervisors, chairs, administrators
  - Offices held
  - Community service activities leading to improvement to agencies
  - Number of people/groups served
  - Sponsorships of student organizations
  - Participation in University and student functions
  - Mentoring and instructional support to government, industry, business, and/or public organizations
3. The submitted materials include the narrative and summary of teaching (5-page limit), a vita (2-page limit), and coversheet. Materials should be submitted as a single PDF file (12 point Times New Roman font, double-spacing, and 1-inch margins).
4. Included with these materials—but not part of the page count—is a coversheet with the following information:
  - a. title of award
  - b. candidate's name, campus, and email address.
5. The committee will not consider applications that violate from the guidelines.
6. A separate file containing support material may be submitted. The submission of support material must be included as one PDF file. Scanned documents, fliers and brochures, media of events, and links to websites are certainly welcomed, though not required.

## NOMINATION PROCESS

Nominations will be submitted by each Palmetto College Campuses including Extended University to the Palmetto College Campuses Welfare Committee. Each campus will decide how the nomination process takes place at the institutional level. **There is a maximum of one (1) nominee per campus** (allowing each academic division on each campus to have a nominee—if desired).

The timeline is presented below.



### **FACULTY AWARDS SELECTION CODE OF CONDUCT**

1. All proceedings and communications (e.g., letters) should be confidential. The number and specifics of the applications are confidential and should only be discussed in the context of the committee meeting. No individual may discuss the names, content of the discussion or any details about the nominees outside the committee. All nomination documents, with the exception of books and manuscripts, should be shredded after the decision has been made by the Executive Vice Chancellor and Associate Vice Provost and all follow-up committee conversations have ended. Books and manuscripts should be returned to the nominee.
2. A committee member cannot nominate a candidate for an award given by the committee on which the committee member sits. Members with conflicts of interest should abstain from votes and discussions and may remove themselves from the committee. Conflicts of interest include but are not limited to a close personal relationship with any applicant including spousal, partner, and collaborator relationships.
3. Members should attend all meetings dedicated to the selection process and perform any outside work in an expeditious fashion.

4. If any member of the committee feels that an error or impropriety has occurred during any part of the committee process, the committee member and the chair may bring the issue to the Executive Vice Chancellor and Vice Provost's office for resolution. The decision of the Executive Vice Chancellor will be final.
5. When the winner of the Chris Plyer Excellence in Service Award is announced, the committee will announce the other nominees of the award.