**SHANNON LAWSON   
FACULTY SERVICE AWARD 2024**

Dr. Shannon Lawson was a vital part of Shawnee State University, and she is missed by many in our community. Dr. Lawson served as the Director of the Teaching and Learning Center, the Celebration of Scholarship, the Faculty Festival of Achievement, and the Honors Program. She also served on university committees such as EPCC and was active with CIPA, grant writing, the Women’s Center, and People to People in Rwanda. In the community, Shannon coordinated the Pleasant Green Baptist Church food pantry and Crop Walk. In recognition of her service to both Portsmouth and the university, we dedicate this award in her memory. This award is to honor a faculty member at SSU who has demonstrated outstanding service either through a sustained demonstration of dedicated service or through a substantial contribution to students, faculty, the institution, and our surrounding area.

**Who is eligible?**

Any full-time tenured or tenure-track-eligible faculty member or full-time instructor (FTI) who has completed at least one year of service at SSU at the time of the nomination who exhibits the qualities of outstanding service to the university and the community.

**Who may nominate?**

Any full-time faculty (including FTI), department chair, or college dean may nominate an eligible faculty member whom they believe displays the criteria for this award. **Self-nominations are also accepted.**

**Criteria**

Extraordinary dedication to service as demonstrated by excellence in the following areas:

* Service to the university in the form of committee work (department-, college-, university-level service)
* Leadership roles in a department
* College or university projects or initiatives
* Leadership in service to students by sponsoring clubs, outings, etc.
* Academic conference travel, with or without students
* Community service, including area social service projects
* Leadership of or participation in youth organizations
* Outreach clinics
* Organization of cultural or academic events

**Process**

A nominator should submit this completed form and a one- to two-page letter of nomination to one of the two academic deans no later than **March 18, 2024**. The nominating letter should present a rationale for the nomination thatspecifies what makes this faculty member’s service to the university and community outstanding. It should also provide examples of demonstrated excellence in service. The letter of nomination and this form may be submitted to the office of CAS Dean, Dr. Kimberly Inman, Massie Hall room 100, or the office of CPS Dean, Dr. Christine Raber, third floor of ATC. Subsequently, each dean will forward to Teaching and Learning Center Director Christy Zempter ([czempter@shawnee.edu](mailto:czempter@shawnee.edu)) the names of all nominees along with their nomination materials. (Electronic versions are acceptable via email.)

Upon receipt of these documents, the TLC director will request supporting documentation from each nominee to be submitted by **March 25, 2024.** Complete nomination packets then will be sent to members of the TLC advisory committee for review. The committee will vote to select the award winner from the nominees by **April 8, 2024.**

**Required Documentation from Nominee** (Limit three pages in list form)

Nominees should provide a bulleted list or table of service activities that meet the criteria listed above. Please include a brief explanation of the specific role played on committees or initiatives. The following template may be used to submit the information in table form:

|  |  |  |
| --- | --- | --- |
| **Shawnee State University Service** | **Years** | **Role** |
| *Description of activity* | *Time of service (e.g., 2023-24)* | *Explanation of specific role in activity* |
|  |  |  |
|  |  |  |
|  |  |  |
| **Community Service** | **Years** | **Role** |
| *Description of activity* | *Time of service (e.g., 2023-24)* | *Explanation of specific role in activity* |
|  |  |  |
|  |  |  |
|  |  |  |

**Nominated Full-Time Faculty Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Nominator: (Signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Printed name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**