**SHANNON LAWSON FACULTY SERVICE AWARD NOMINATION FORM 2020**

*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 the 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?**

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

**Who may nominate?**

Any current full-time faculty (including FTI), Chair or 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 at SSU is demonstrated by excellence in the following areas

* service to the university in the form of committee work (dept., college, university level service)
* leadership roles in department
* college or university projects or initiatives,
* leadership in service to students by sponsoring clubs, outings,
* academic conference travel, with or without students
* community service such as area social service projects
* youth organization leading or participating
* outreach clinics,
* cultural event or academic event organizing

**Process:** A nominator should complete this form and a letter of nomination (limit two pages), and submit both items to one of the three academic deans no later than Friday, February 14, 2020. This letter should present a rationale for the nomination thatspecifies what makes this faculty member’s service to the university and community outstanding and provide examples of demonstrated excellence in service. This form and the nomination letter may be submitted to office of CAS Dean, Dr. Roberta Milliken, Massie Hall, room 100; the office of CPS Dean, Dr. Paul Madden, second floor of ATC; the office of University College Dean, Dr. Chris Kacir. Subsequently, each dean will forward to the Teaching and Learning Center Advisory Committee the names of all nominees, letters on nomination, and this original nomination forms. The TLC director will invite the nominees to submit supporting documentation (see below, p.2) demonstrating their service commitment.

**Nominated Full-time Faculty Member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Rationale for the Nomination\*: Specify what makes this faculty an outstanding candidate to be rewarded for service. This letter should be no more than one to two pages.

Nominator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Must be a current SSU Faculty member, Chair or Dean. Please sign your name)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Please print your name)

**Required Documentation from Nominee: Limit three pages in list form.**

Nominees may make a bulleted list or table of service activities according to criteria above. The following document might prove helpful. Please include a brief explanation of the specific role played on committees or initiatives.

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| **Shawnee State Service** | **Years**  | **Community Service**           | **Years**  |
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