University of Southern Indiana

Guidelines for the Sydney L. & Sadelle Berger Faculty Community Service Award

The Faculty Awards for Service, Teaching, and Research Committee have established the following guidelines for the Sydney L. & Sadelle Berger Faculty Community Service Award:

1. **Rationale for the award**

   This award is given to a member of the faculty to recognize his or her distinguished community service. The faculty itself will be solely responsible for identifying candidates, and the procedures for identifying them should be kept as simple and flexible as possible. No quantitative criteria – such as rank, years in rank, years at USI, etc. – are required to apply for this award since it would limit nominations. Only those qualitative criteria which denote distinguished community service need to be considered.

   The Faculty Awards for Service, Teaching, and Research Committee (FASTRC) will consider a broad spectrum of community service ranging from balanced activity in several areas to exceptional service in a single area. Volunteer services to groups, agencies, and institutions external to the University will be considered. Services involving monetary compensation, such as consultation fees, are not acceptable for this award. A community representative will assist the Faculty Awards for Service, Teaching, and Research Committee in the selection of the award recipient from the pool of nominees.

2. **Eligibility**

   Nominators and nominees must be full-time, voting members of the USI faculty. Voting members of the FASTRC are ineligible to nominate or be nominated. Past recipients of the award are ineligible to be nominated again. Ex-officio members of this committee who otherwise qualify to nominate or be nominated for the award will be continuously eligible, but if they do nominate or are nominated, will be excused from the committee's deliberations and selection. Recipients of the USI Distinguished Professor Award, Outstanding Teaching Award, and/or the H. Lee Cooper Award in the last five years are ineligible.

3. **Procedures**

   a. **Nomination**

      Nomination forms will be distributed annually in the fall along with the above rationale, and faculty should be encouraged to recommend a colleague. The nominator shall complete the two-page nomination form; font size shall be no smaller than 10 point. Each nomination should be by one faculty member only, thus carrying a single signature. (Nominations sent by email are acceptable.) Self-nominations may not be made. Nominators will be apprised of the status of their nomination. Those chosen as finalists will be asked to submit additional documentation.

b. **Additional Documentation**

The nominator will submit information in résumé form not to exceed four single-sided pages identifying the nominee's activity in community service. The nominee must supply a curriculum vitae which should document community service as requested by the faculty annual reports. Other important information and supporting documents must include a letter of support from the nominee's dean and/or department chairperson, and at least one letter of acknowledgement (not to exceed five) from individuals or organizations of the community. Total pages for all documentation should not exceed ten single-sided pages. Font size of all documentation shall be no smaller than 10-point font. If a candidate is nominated by more than one nominator, FASTRC will request these nominators to apportion among themselves the tasks of composing the résumé and compiling the documentation. But no matter how many nominations are submitted for any candidate, each nominee may receive the aid of only one résumé no more than four pages long, and only one set of supporting documents.

All documenting materials shall be submitted in one file to the chair of the Faculty Awards for Service, Teaching, and Research Committee.

4. Selection

Distribution and receipt of forms, establishment of deadlines, the conducting of further investigations, evaluation, and selection of recipients, will be made by the FASTRC and a representative from the community.

The committee is under no obligation to select a recipient each year.

5. Award

The award recipient will receive a letter of congratulations signed by the University President, Provost, and Foundation President. He or she will be asked to keep this information secret until the public announcement is made. This award includes a commemorative gift and a taxable stipend of $3,000 will be added to the recipient's automated salary deposit. Recipient's name, award year and photograph will be added to the Sydney L. & Sadelle Berger Faculty Community Service Award recognition display in the David L. Rice Library.

The Sydney L. & Sadelle Berger Faculty Community Service Award 2025

(This is a two-page form. Font size should be no smaller than 10 pt. type.)

Name of Nominee _____

Name of Nominator _____

College of Nominee _____ Department _____

***This form ONLY used for Nominations**. Nominators of **selected** nominees will be asked to complete the nomination process by the deadline listed in the notification. Requirements include a brief nominee résumé, up to five letters of recommendation from faculty members, alumni, students, and members of the community, and other supporting documents (total number of pages should not exceed ten pages).*

Is the Nominee a full-time, voting faculty member?

I. Briefly describe what you consider exceptional activities of community service performed by the nominee:

Year or Date(s) of Activity:

Area (scholarship, service, teaching):

Description (approx. 400 words; stay within one page):

What does this service contribute to USI's external community (approx. 400 words)?

II. How does the nominee's service represent USI's commitment to our community (approx. 400 words)?

Signature _____**Date**_____
Return to: **USI.Provost@usi.edu**