

STANDARDS FOR AWARDS

The *Excellence Through Commitment Awards* at Southern Illinois University Carbondale should be reserved to recognize excellence in performance among people in their respective roles of work classification. The following are the standards for the awards:

Must be a current, full-time SIUC employee, (includes School of Medicine employees) who has been employed for a period of five (5) consecutive years to be considered for any award with the exception of those directed towards the University Women of Distinction Award who must have been employed for at least ten (10) years and the full-time students who must have been employed at least six (6) months.

No employee will be awarded the same award more than once in ten (10) years, or more than one (1) award in a given year. However, in the case of the University Women of Distinction Award, no employee will receive this award more than once over the span of their career at the University.

In addition, no employee will receive more than one recognition watch over the span of their career at the University.

Nomination packages for **all awards, in every category** will consist of the following:

1. A nominating letter from a “sponsor” for the individual nominated. This sponsor will assume the coordination role for assembling the package of materials described below. The sponsor letter will be no more than four type-written pages in length.
2. A current resume or vitae of the individual being nominated including a complete professional employment history. There is no limit to the length of this document but it should be a resume or vitae and is not to include exhibits or supporting information. The burden of making the case for excellence lies with the letters and the professional history of the nominee.
3. Up to six supporting letters of no more than two type-written pages each. Depending on the award, letters can be from individuals within and external to SIUC.
4. The **complete** package (sponsor letter, resume or vitae and up to six supporting letters) must be received by the appropriate review committee by the posted date. **All materials should be submitted in an electronic format (i.e., via email or CD).** Materials **will not** be accepted after this posted date.
5. The coordinator for each award category will forward a final recommendation of nominee to the Office of the Chancellor by the first University business day of February each year, as this will allow for the ordering of the recognition watches and preparation of other award materials to be given at the April dinner.

The construct, clarity and composition of the nomination packages is important as they will become a part of the living history of excellence at Southern Illinois University Carbondale and will be archived in the Library as part of our institutional commitment to improvement.