**2024 Recognition Awards**

**Submission** **Deadline: 5:00 p.m. on Monday, February 5, 2024.**

**Submit nominations via email to: Nominee’s** [**academic chair or director**](https://cas.wsu.edu/about-the-college/academic-chairs-directors/)**.**

Inquire well in advance of the deadline for unit-specific nomination processes or guidelines.

**Excellence in Institutional Service Award**

**Purpose:** Recognizes faculty who have a history of exemplary institutional service that has benefited the department, college, and the University.

**Criteria:** A record of exemplary service and leadership at the department, college, or university level; and/or on committees critical to the operation and function of the College of Arts and Sciences and Washington State University.

**Specific eligibility:** Faculty of any rank in the College of Arts and Sciences.

**Required Materials**

All nomination packets must include the following materials **in a single PDF file**:

* **CAS Award Nomination Form**

See next page for award-specific form. Do not include this instruction page.

* **Nomination Letter** (Limit of two pages)

A broad description of why the nominee is deserving of the award. Cite specific examples of relevant accomplishments, publications, and recognition. Focus on the positive impact of the nominee’s work on relevant units, committees, and initiatives, highlighting where appropriate not only individual accomplishments but also the nominee’s ability to make the work of colleagues more effective.

* **Nominee’s Curriculum Vitae Limit**

10 pages.

* **Supplemental Materials**

Include additional documentation of outstanding service accomplishments, duties, and/or leadership. At least one letter of support or testimonial from an institutional peer, office, department, school, program, or external constituent is required.

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**Questions?**

Contact the Office of the Dean at cas.awards@wsu.edu.

**Excellence in Institutional Service Award**

**2024 Award Nomination Form**

*Nominations are due to nominee’s chair or director by 5:00 p.m. on Monday, February 5, 2024.*

**Nominee:**

**Title:**

**Department/School/Program:**

**Campus Zip:**

**Office Phone:**

**WSU E-mail:**

**Date of first faculty appointment at WSU:**

**Nominator:**

**Title:**

**Department/School/Program:**

**E-mail:**

 **Campus Zip:**

***FOR CHAIRS AND DIRECTORS ONLY***

I electronically endorse and support the above-named nominee for the Excellence in Institutional ServiceAward.

**Nominee’s WSU ID:**

**Chair/Director:**

**Date:**

A confirmation email will be sent to the chair/director after the complete nomination packet has been received by the Office of the Dean.