**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 Professional Service Award**

**Purpose:** Recognizes faculty who have a history of exemplary service to a public agency, academic discipline, or professional organization.

**Criteria:** Documented evidence of exemplary service and leadership on committees or in offices critical to the operation and function of public agencies or professional disciplines with specific examples within and outside of academic units, the college and University, public agencies, and professional organizations.

**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 impact of the nominee’s work within the discipline or in external agencies or communities. Include external recognition of note.

* **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 a peer, professional colleague, or external constituent is required.

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**Questions?**

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

**Excellence in Professional 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 Professional 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.