

SCHOOL OF PHARMACY AND HEALTH PROFESSIONS FACULTY SERVICE AWARD

Submission Process

A faculty member interested in receiving or nominating someone for the Faculty Service Award should submit a “Request for Consideration for the Service Award of the School” cover letter to the Office of Faculty Development and Assessment. This process is based upon published School guidelines for service normally considered in promotion and tenure petitions. The letter should present the nominee’s roles and contributions of service. Summarize and describe the service you have done, explaining the significance to your community, school, and/or profession. The faculty member must have a minimum of 3 years of employment at Creighton University. Up to three years of service history will be considered. The letter is limited to 2-3 pages. A completed copy of the service section from the annual electronic Faculty Activity Report or service portion of one’s curriculum vitae should be submitted by the nominee along with the letter.

A completed application must include the following documents:

1. Letter of Request for Consideration for the Faculty Service Award (2-3 page maximum that is a narrative explaining your service contribution).
2. The committee is looking for service that furthers the mission of the school and is service above and beyond the job expectation. A candidate should quantify the impact of the service activity. The committee is evaluating both the breadth and depth of service contributions. Examples of service activities include (please include dates/timeframe and explain significance of your service contributions):
 - a. Community Service
 - i. International Organizations, National Organizations, State Organizations, Local Organizations
 - b. University, School University/School Service (not committees)
 - i. Faculty Governance (e.g., faculty president, caucus), Program Involvement (e.g., Partners in Excellence), Student Organization Advisor, Student Advisor, Recruiting talks/trips, etc., Administrative Service/Other
 - c. Officer of Professional Organizations
 - i. International Organizations, National Organizations, State Organizations, Local Organizations, University, School
 - d. Reviewer
 - i. Editorial Board Member, Other External Peer Review, Internal Peer Review
 - e. Committee Service/ Program Involvement
 - i. International Organizations, National Organizations, State Organizations, Local Organizations, University, School
 - f. Officer of Organizations
 - i. International Organizations, National Organizations, State Organizations, Local Organizations, University, School
 - g. Service Learning
 - i. Teaching and/or supervising students in service-learning engagement activities

Eligibility

Faculty, tenured or non-tenured, who are full time members of the School are eligible except for the Dean, Assistant/Associate Deans, or faculty who have received this award in the last 5 years.

Review Process

1. A deliberative group comprised of members of the Faculty and Staff Development and Recognition Committee representing each SPAHP Department will individually review and rank order all applications based on the outlined criteria. The Chair of the Faculty and Staff Development and Recognition Committee will lead this group.
2. The deliberative group will send reviews to the Chair of the Faculty and Staff Development and Recognition committee. In the event of a tie, the Chair will review the applications to determine the winner.
3. The Chair of the Faculty and Staff Development and Recognition committee will contact the winners and their supervisors.