About the Distinguished Service Award

Any member of the University of South Florida community (including self-nominations) may submit documented nominations of persons holding an appointment in "professorial rank" at USF for the Distinguished Service Award. "Professoral rank" refers to faculty in the rank of Assistant Professor, Associate Professor, or Professor. The nominee must be currently employed at the time of the nomination deadline. If a nominee leaves USF service before the award is bestowed, the nomination may be administratively withdrawn.

Criteria: The following elements are assessed in nominations for the Distinguished Service Award: service to the University, the community, and the profession or discipline.

Procedures for Distinguished Service Award Nominations

1. Any member of the University of South Florida community (including self-nominations) may submit documented nominations of persons holding an appointment in "professorial rank" at USF for the Distinguished Service Award. "Professoral rank" refers to faculty in the rank of Assistant Professor, Associate Professor, or Professor. The nominee must be currently employed at the time of the nomination deadline. If a nominee leaves USF service before the award is bestowed, the nomination may be administratively withdrawn.

2. Documented nominations are to be submitted to the chair of the department with which the candidate is affiliated, and a notice of the nomination is to be forwarded by the nominator to the Chair of the Honors and Awards Council. A notification form to be used for this purpose is attached to these guidelines. The department chair will forward the nomination to the college dean with any comments he or she chooses to make. Each dean will forward all nominations for consideration to the Chair of the Honors and Awards Council with such comments as he or she chooses to make by the deadline date.

3. Nominations must be accompanied by comprehensive curriculum vitae, including evidence to support service to the University, the community, and the profession or discipline.

4. Nominees will be judged on their performance during their entire career. However, recent accomplishments meeting the following criteria will receive major emphasis:
   1. Service provided on behalf of the University;
   2. Useful endeavors that do not result in personal financial reward; and
   3. Contributions to the welfare of the University, the community, and society.

5. Candidates may be re-nominated in subsequent years. Repeated awards for Distinguished Service will be given only under highly unusual circumstances.

6. Decisions by the committee will be transmitted as recommendations to the Provost for action.

7. No award will be considered final and official until it is formally announced by the Provost of the University.