



*The UNIVERSITY of OKLAHOMA®*  
*Office of the Senior Vice President and Provost*

MEMORANDUM

TO: Deans, Directors, and Chairs – Norman Campus

FROM: André-Denis Wright  
Senior Vice President and Provost

DATE: February 15, 2022

SUBJECT: Provost's Award for Outstanding Service

I am pleased to announce the creation of a new faculty honor to recognize the work and value of Norman faculty in the area of service. The Provost's Award for Outstanding Service has been established to honor a faculty member who has demonstrated excellence in and commitment to professional service and public outreach. Contributions to the general community include service that may be specific to a discipline or wider in reach through impactful activities that benefit the university at large.

Service and outreach have a transformative and positive impact on our students and affords faculty with tangible opportunities to contribute to and make OU a place of belonging for others. It also provides a way for faculty to lead by example, modeling the importance of service to our communities.

This new award will be given annually and conferred at the spring faculty awards ceremony.

Attached are the criteria and nomination form for the Provost's Award for Outstanding Service. To submit nominations, send the nomination materials as a single PDF to [provost@ou.edu](mailto:provost@ou.edu) by March 7, 2022. If you have any questions, please contact Grey Allman at [greyallman@ou.edu](mailto:greyallman@ou.edu).

ADW/jga

Attachment

## **PROVOST'S AWARD FOR OUTSTANDING SERVICE**

**GOAL:** The purpose of the award is to recognize excellence in and exceptional commitment to OU-related service and public outreach activities by a faculty member.

**AWARD:** One \$3,000 award may be given annually. The recipient is recognized at the faculty awards ceremony in the spring.

**ELIGIBILITY:** Full-time regular and non-regular faculty members of the University of Oklahoma are eligible to receive the Provost's Award for Outstanding Service. The service work should have been undertaken in the previous three years. The faculty member must have been a University of Oklahoma employee during the period for which the outstanding contributions are being recognized.

Those holding distinguished professorships are not eligible. Recipients of the Regents' Award for Superior Professional and University Service and Public Outreach are not eligible for the Provost's award for three years after receiving the Regents' award. Persons receiving the Provost's Award for Outstanding Service are not eligible for re-nomination for the next three years.

### **CRITERIA FOR SELECTION:**

Candidates for the Provost's Award for Outstanding Service must demonstrate that they have contributed significantly to the university, a discipline or profession, and/or public or community through service activities.

Such contributions can include professional service that may be specific to a discipline (e.g., journal editor, officer or leader positions in professional organizations), as well as impactful activities that benefit university-community interactions (e.g., teacher training and service learning projects).

Additional areas or examples include evidence of:

- Activities that stimulate positive change, improve performance of a unit, or have a significant impact on societal problems or issues;
- Contributions demonstrating fundamental or formative impact on the department, academic programs, colleges, University, or profession;
- Formal and informal mentoring and support of students and student interests
- Participation on advisory boards of non-profit organizations
- Service to the university, college, or department by leading committees to complete important projects

### **NOMINATION**

#### **PROCEDURES:**

Nomination packets must include the following:

- Designated cover sheet;
- A letter of nomination, not to exceed three single-spaced pages;
- A customized vita containing the relevant information pertaining to the criteria cited for the award;
- A short biography (about 100 words) highlighting the nominee's most significant accomplishments and written for a general audience;
- Up to two letters of support (not including the nominator's letter or dean's endorsement). These letters can come from faculty colleagues, student organizations, community partners, students, or others familiar with the individual's work in this area.

All materials listed above should be submitted as a single combined PDF from the appropriate Dean's Office to the Office of the Senior Vice President and Provost. Applications are due to the Provost's Office March 7, 2022.

In subsequent years, the Senior Vice President and Provost will solicit recommendations for the award by September 15 and announce appropriate schedules for processing the nominations.

Self-nominations and anonymous nominations will not be accepted.

#### **SELECTION PROCESS:**

Members of a Provost's advisory selection committee will evaluate the nominations. The committee will consider only the formal nominations. Their recommendation is due to the Provost's Office by March 25 along with all substantiating materials. The Senior Vice President and Provost will review the nomination materials and recommendation of the Committee and will make the final selection.