



OFFICE OF THE PROVOST AND VICE PRESIDENT
FOR ACADEMIC AFFAIRS

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To: Faculty and Staff
Subject: Achievement and Contribution Awards
Date: August 25, 2014

Achievement and Contribution Awards (ACA) are scheduled to be awarded in the December payroll to approximately 40 tenured/tenure-track faculty members at Eastern Illinois University. These awards recognize and honor outstanding achievements and contributions in the areas of teaching/performance of primary duties, research/creative activity, and service during the period of August 15, 2013 through August 14, 2014.

The *Unit A Agreement* provides for a monetary award added to each recipient's base salary, retroactive to September 1.

Recipients of Achievement and Contribution Awards are selected based on the following criteria:

- Extraordinary achievement and effort
- Impact of the achievement on others: students, profession, University community, beyond the University community
- Contribution to the success of others: collegiality, generosity of spirit, mentoring.

To be eligible for an Achievement and Contribution Award, tenured/tenure-track faculty must have completed at least one full academic year of employment in Bargaining Unit A and must not have been an ACA recipient in the previous year. Anyone may submit up to two nominations for Achievement and Contribution Awards. Self-nominations are permitted. Each nomination must be made in one of the following four areas:

- Teaching/performance of primary duties
- Research/creative activity
- Service
- Balanced (the three areas listed immediately above are considered as a whole)

The number of awards in each area will be roughly proportional to the number of nominations in that area.

The following materials must be submitted electronically (preferred by ACA Committee) to aca@eiu.edu by 11:59 p.m., or on paper to Dr. Amy Rosenstein c/o Ms. Billie Rawlings at 1020 Old Main by 4:30 p.m. on Monday, September 15, 2014:

- **Cover page**, completed and signed by the nominator. A blank cover page is available on the Academic Affairs website under Contract: www.eiu.edu/acaffair/Contract/ACAForm2014.pdf.
- **Letter of nomination**, naming the nominee, specifying the area of nomination, and outlining the reasons for the nomination.
- **A summary of the nominee's achievements and contributions** in the nomination area during the period under consideration.
- **Not more than three letters of support**. If the nomination is made in the teaching or balanced areas, at least one letter must be from a student.
- The nominee's **curriculum vitae**, with relevant activities highlighted.
- **Student evaluations** from courses taught during the period of consideration, if the nomination is made in the teaching or balanced areas.
- A copy of the nominee's final **Assignment of Duties** forms for the period under consideration.

No other materials will be considered by the ACA Selection Committee. Nomination materials may be submitted electronically by email or on paper. Only activities taking place during the period of August 15, 2013 through August 14, 2014 will be considered. Activities performed while the employee was not in the bargaining unit or was on leave without salary are not eligible for consideration. Late submissions will not be considered.

A seven-member ACA Selection Committee was chosen in accordance with the collective bargaining agreement, with members representing the four colleges and three major academic governance groups. The faculty selected to serve on this year's ACA Selection Committee are: Amy Rosenstein, Chair, Julie Chadd, Robert Colombo, Marita Gronnvoll, Mark Kattenbraker, Charles Pederson, and Christopher Wixson. Members of the Committee are not eligible for this year's award.

The ACA Selection Committee is charged with reviewing the nominations, and selecting recipients for the awards.