




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 22, 2011

Achievement and Contribution Awards (ACA) will be awarded in December 2011 to approximately 50 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, 2010 through August 14, 2011.

The *2010-2012 EIU-UPI Unit A Agreement* provides for a monetary award of \$107 per month 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 in a single package to the Chair of the ACA Selection Committee: Dr. David Viertel, Department of Geology/Geography, by 4:00 p.m. on Thursday, September 15, 2011:

A cover page, filled in and signed by the nominator. A blank cover page is attached to this memorandum.

A 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 by e-mail following the instructions at the bottom of the nomination form. Only activities taking place during the period of August 15, 2010 through August 14, 2011 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.

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: David Viertel, Chair, Robert Colombo, Sace Elder, R. Lance Hogan, Heidi Larson, Stacey Ruholl, and Richard Wilkinson. 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.