

PRESIDENTIAL PUBLIC SERVICE ACHIEVEMENT AWARD

2007 Nomination Guidelines

Criteria of Excellence

Since 1982, in recognition of the mission of public service at the University of Maine, the President has annually presented the Presidential Public Service Achievement Award to an individual University of Maine faculty or professional staff member in a teaching, research, and/or public service unit who has demonstrated distinguished achievement in public service.

Public Service is the application of the special knowledge and skills associated with one's professional life at the University of Maine to enhance the public good, whether through public education, direct assistance in specific situations, or long-term commitment towards achieving particular public service goals. Hence, the definition excludes some forms of "community service," such as serving as a scout leader or participating in other service activities that do not necessarily require one's professional expertise or specialized knowledge of the University. However, this definition is meant to include service that advances the effectiveness of or contributes to the mission of the University even if it doesn't require the discipline-specific expertise of the nominee.

Documentation and Selection

- The Nominator will compile a dossier for consideration by the Public Service Award Committee. [See Dossier Requirements]
- Dossiers must be submitted to the Office of the Provost by 4:30 p.m. on March 19, 2007.
- The Presidential Public Service Award Committee, who will submit its recommendation to the President, through the Provost, will review dossiers.
- The Award will be announced/presented at the Honors Convocation in May.

Dossier Requirements

- Name, title of nominee, and date of submission. [Must be a full-time, regular faculty or professional employee of UMaine.]
- Statement of Justification: A statement should be prepared justifying why the President of the University of Maine should give special recognition to this individual for distinguished public service achievement. The purpose of this statement is to convince the Presidential Public Service Award Committee that the candidate has accomplished results, which are highly significant and clearly warrant recognition.
- You may use your letter of nomination for this statement, if you feel that it is sufficient for this purpose.

- Description of the Nominee's Accomplishments

- Description of the accomplishment(s) should address the following:

1. What did the nominee do?
2. Who benefited from the service? Was the impact of the contribution(s) local, regional, national, or international in scope?
3. How were the contribution(s) made? Did the effort involved in the intervention(s) require exceptional creativity; development of new methods or techniques; overcoming major obstacles; performance above and beyond regular job responsibilities?
4. What was the impact of the accomplishment(s)?

NOTE:

In describing the accomplishment(s) please avoid in-house terminology and technical jargon. Be specific and, if possible, provide qualitative/quantitative information that might help evaluate the significance and the scope of the contribution(s).

Although there are no length limitations to this section of the dossier, submission of a short abstract summarizing the accomplishments of the nominee is encouraged if this section is more than several pages in length.

- Supportive Documents:

1. Curriculum Vitae
2. At least three (3) letters of reference attesting to the quality and significance of the nominee's intervention(s).

Questions or assistance in the preparation of the dossier may be directed to Wanda Legere, Office of the Provost, ext. 1-1516.

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2007 NOMINATION FORM

Nominations should be submitted to the Office of the Provost, 201 Alumni Hall on or before March 19, 2007. Please contact Wanda Legere (1-1516) if you have any questions.

Nominee Information:

Name of Nominee

Title

Department & College

Name (Must be a present member of the UMaine community):

(Please print)

Campus Address/Phone
