



SELECTION PROCEDURES FOR THE STAFF AWARD FOR ACHIEVEMENT IN INTERNATIONAL SERVICE

Objective

The annual Staff Award for Achievement in International Service honors outstanding staff members who have demonstrated excellence in and commitment to public service and community engagement that is international or global in scope.

Awards Per Year

One to two awards will be conferred annually. The recipients of the award will receive a plaque honoring their service and will be recognized at a special awards ceremony in February.

Eligibility

Nominees must:

- be a current or former full-time ECU staff member;
- have been employed at ECU for at least three continuous years;
- have demonstrated excellence in serving the international student and scholar community at ECU -OR- outstanding internationally-oriented public service or community outreach within the state of North Carolina -OR- impactful public service or outreach to communities in locations abroad.
- have been involved in internationally-oriented service or community outreach in the academic year in which they are nominated.
- not have received this award previously while employed at ECU.

Nomination Procedures and Guidelines

Individuals applying for the Staff Award for Achievement in International Service should submit an application packet electronically via email to the Assistant Vice Chancellor for Global Affairs at GlobalAffairs@ecu.edu no later than 5 p.m. on **September 15th** or next business day should that day fall on a weekend.

The nomination packet should include:

1. a nomination letter, not to exceed three pages, that highlights the nominee's international public service and/or community engagement during the most recent three years of continuous service at ECU;
2. additional support materials, not to exceed five pages, that describe the nominee's commitment to, enthusiasm for, and excellence in international service and engagement. Support materials may include letters of thanks from students or scholars, letters of

recommendation, letters of support from community partners, or any other information that could assist the selection committee with reaching a decision.

For the purposes of this award, international service is defined as:

1. service to the international student and scholar community at ECU; OR
2. internationally-oriented public service or community outreach within the state of North Carolina; OR
3. public service or outreach to communities in locations abroad.

Evaluation Procedures

The Global Affairs Committee will appoint three to five members to serve as the award selection committee. Following the appointment or election of a selection committee chair, the selection committee will update evaluation rubrics, if necessary, prior to the announcement of the award.

In September, submitted packets will be made available to members of the selection committee. The selection committee will review and evaluate the submitted materials according to the checklist and rubric. After review of submissions, the selection committee will identify its top candidates in rank order for Global Affairs Committee discussion.

The selection committee will then forward to the Assistant Vice Chancellor for Global Affairs the names of all applicants, indicating the applicant or applicants they have selected to receive the award, and the supporting documentation of the selected recipient. The Assistant Vice Chancellor will review the selected recipient's application packet in accordance with the approved award procedures and either concurs or will meet with the committee to seek resolution.

In November, the award recipients will be recognized during the annual International Awards Ceremony. Following the public announcement of this award, the Assistant Vice Chancellor will send an award letter to the recipient and letters of appreciation to other applicants.

The award winner's portfolio will be kept on file for public review in the Office for Faculty Excellence Reading Room, Joyner Library.