



## SELECTION PROCEDURES FOR THE ACHIEVEMENT IN INTERNATIONAL SERVICE AND ENGAGEMENT AWARD

### Objective

The annual Achievement in International Service and Engagement Award honors outstanding faculty 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 an international travel support stipend and will be recognized at a special awards ceremony in November.

### Eligibility

Applicants must:

- be a current or former full-time ECU faculty member;
- have taught at ECU at least three continuous years;
- have demonstrated excellence in public service or outreach to the international community at ECU or in the state of North Carolina -OR- impactful public service or outreach to communities in locations abroad; -OR- outstanding public service or community outreach within the state of North Carolina related to global or international topics.
- have been involved in internationally-oriented public service or community engagement in the academic year in which they apply.
- not have received this award previously while employed at ECU.

### Application Procedures and Guidelines

Individuals applying for the Achievement in International Service and Engagement Award should submit an application packet electronically via email to the Assistant Vice Chancellor for Global Affairs at [GlobalAffairs@ecu.edu](mailto:GlobalAffairs@ecu.edu) no later than 5 p.m. on **September 15<sup>th</sup>** or next business day should that day fall on a weekend.

The application packet should include:

1. a curriculum vitae, not to exceed five pages;
2. a cover letter, not to exceed three pages, that highlights the applicant's international public service and/or community engagement during the most recent three years of continuous service at ECU;

3. additional support materials, not to exceed ten pages, that describe the applicant's commitment to, enthusiasm for, and excellence in international service and engagement. Support materials may include letters of recommendation, letters of support from community partners, project reports, external evaluations, or any other information that could assist the selection committee with reaching a decision.

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

1. public service or outreach to the international community at ECU or in the state of North Carolina; OR
2. public service or outreach to communities in locations abroad; OR
3. public service or community outreach within the state of North Carolina related to global or international topics.

#### 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.