

Outstanding International Service Award

The University of North Florida wants to recognize USPS/Administrative staff members who have made a significant and lasting contribution to the internationalization of the University by enhancing student, faculty, and staff awareness and support of international activities and therefore creating a campus climate conducive to an international ethos. Therefore, we are pleased to announce the **2019-2020 Outstanding International Service Award**. The award includes an honorarium of \$2,500 and a commemorative plaque.

**NOMINATIONS MUST BE RECEIVED NO LATER THAN
Friday, February 14, 2020, at 5:00 PM**

Eligibility: Nominees for this award must be a regular UNF staff (A&P or USPS) with at least a .5 FTE and a 9- to 12-month appointment. No winner of an Outstanding International Service Award shall be eligible to win another Outstanding International Service Award until the fifth year following receipt of the last award.

Criteria: Awardees must have contributed to the internationalization of UNF in some or all of the following areas. It will be noted that of highest importance is the impact upon students and the quality and degree of the contribution(s) irrespective of the specific focus of the contribution(s).

- ❖ Extent to which the nominee has helped create an international ethos on campus through work or service activities;
- ❖ Extent to which the nominee's personal interactions with students, staff, and faculty manifest an international awareness and respect;
- ❖ Impact of the nominee's efforts in fostering international awareness in the University.

Nomination: Any person within the University community (students, alumni, faculty, staff, or administration) may nominate a staff member or a staff member may self-nominate for the award. Nominations must be in writing and signed by the nominator or sent via Email to **INTLCTR@UNF.EDU**. Written nominations are to be delivered, preferably by hand, to the International Center. The deadline for receipt of all nominations is **Friday, February 14, 2020, at 5:00 PM**. It is the responsibility of the nominator to ensure that his/her nomination is delivered prior to the deadline. The nomination should consist simply of the statement, "*I wish to nominate _____ for the Outstanding International Service Award.*" not an argument on behalf of, or a rationale for, the candidacy of the nominee. The Director of the International Center shall confirm the eligibility of each nominee and send a letter of confirmation of the nomination to each eligible nominee and his/her supervisor, after the close of nominations.

Nominee Materials: Each nominee shall be invited to submit the following items in the order listed:

- ❖ A three-page (maximum) summary and discussion detailing the nominee's major contributions to the international climate on campus, plus any other efforts the nominee believes have contributed to the internationalization of UNF.

- ❖ A three-page (maximum) *resume*, which includes educational background, current position at UNF, other awards received for international service and a succinct listing of international activities during the nominee's tenure at the University of North Florida.
- ❖ A signed statement by the staff member attesting to the accuracy of the information included in the packet and a stipulation on the part of the Supervisor that the material is consistent with the Supervisor's knowledge of the staff member's performance (see attached form, "Statements of Accuracy") must also be included.

There shall be no more than a total of 7 pages in the packet. Standard margins and a font size of not smaller than 11 point are to be used. **One copy of these materials, unstapled and binder clipped,** must be delivered, preferably by hand, to the **International Center by Friday, Monday, March 2, 2020 at 5:00 PM.**

Selection: Nominations will be reviewed by a committee of the International Council and recommendations forwarded to the Associate Provost, Dr. Daniel Moon, who will make the final selection.

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APPLICANT'S STATEMENT

I, _____ (applicant's name), hereby attest to the accuracy of the information contained in this application.

Signature _____ Date _____

SUPERVISOR'S STATEMENT

As the applicant's Supervisor, I _____ (Supervisor's name) stipulate that the material in this application is consistent with my knowledge of the performance of _____ (applicant's name).

Signature _____ Date _____