

Outstanding Service to Students Award

Winners of this award are determined by a committee with representation from faculty and undergraduate students.

- One Non Tenure Track Faculty or Staff Nominee per Department (repeat department nominations are allowed, but previous winners of the Outstanding Service to Students Award are not eligible) ([Previous Winners](#)).
- Each department nominee will receive \$250 toward travel, supplies, and equipment from the Office of Academic Programs to use in support of teaching and advising; winners receive \$1500 in Departmental funds plus a plaque.

Limit of 3 pages excluding letters of nomination and support – (formatting specifics - 12 pt minimum, Times New Roman Font, at least 1” margins). One document should be submitted and the order of information should be as follows in order to make the selection committee’s comparison fair and efficient:

Section 1 Nomination information – 6 headings - each bullet point should be a major heading. Maximum of 3 pages for all 6 major headings.

- A. Nominees Contact information:
 1. Name
 2. Department
 3. Job Title
 4. Address
 5. Phone, Fax, Email
- B. Describe the service or support that the nominee provides to students, including the length of time they have been providing this service
- C. Describe how the nominee has helped students achieve their personal and professional goals
- D. Describe the nominee’s enthusiasm for and familiarity with the service they provide
- E. Describe the relationship and interactions with the students and how that has an impact on student success
- F. Two or three sentences of background or context regarding each support letter author

The three (3) page limit will be strictly enforced; only the first 3 pages of Section 1 will be uploaded for committee review.

Section 2 Nomination Letter*- (no page limit)

Section 3 First Letter* of Support from a current or former student (no page limit)

Section 4 Second Letter* of Support from a current or former student (no page limit)

Section 5 Third Letter* of Support from a current or former student (no page limit)

*Addressed to the “Purdue College of Agricultural Awards Committee”