AWARD CRITERIA AND NOMINATION PROCESS

University of Hawai‘i at Hilo
DISTINGUISHED SERVICE AWARD
FOR IMPROVING STUDENT LIFE

Description
Presented to an individual who has made outstanding contributions to student life beyond the boundaries of their official responsibilities.

Eligibility and Nomination
1. All UH Hilo faculty and staff are eligible for this award.
2. Nomination form and deadline information can be found online at Faculty and Staff Awards.

Criteria
The selection committee will evaluate nominations on a combination of the following criteria (not all criteria must be met):

1. Serves as an advisor for campus clubs, organizations, and activities.
2. Connects students to the community through service learning projects.
3. Initiates campus activities and programs that enrich the social, cultural, and intellectual life of students.
4. Creates links between students, classroom and out-of-classroom experiences.
5. Obtains external funding to expand intellectual, cultural, and social learning for students.
6. Volunteers for the “extra service,” for example, at college fairs, recruitment visits, new student orientation, and registrations staffing.
7. Participates in a variety of student life activities and programs and is readily available to students.
8.Promotes and contributes to building a welcoming and user-friendly campus for students.
Guidelines for Selection Committee

1. Members of the selection committee will be appointed by the chancellor.

2. The selection committee will evaluate the nominations and forward its recommendation to the chancellor.

3. Members of the selection committee may not nominate or actively support a nominee.

4. If a member of the selection committee is a nominee, s/he will be replaced with another member appointed by the chancellor.

Procedure

Faculty, staff, and/or students may nominate candidates for the award. For a valid nomination, please follow these rules:

1. A completed nomination form.

2. A statement summarizing the extent to which the nominee meets award criteria.

3. Optional materials may include letters of support and other pertinent information provided by the nominee or nominator(s).

4. Nominees may be contacted for additional information.