

College of Arts, Sciences, and Education  
Criteria for Nomination and Selection for

**2024 Community Outreach Award**

**Purpose of the award:**

This award is meant to be different from the campus-wide service award. We know that the community outreach that CASE faculty do is different than in other disciplines, and we want to honor your hard work in spreading your knowledge and/or influence to a wider audience outside the university campus.

**Number of awards and award amount:**

There will be one \$700 award per year.

**Who is eligible to be nominated?**

All CASE affiliated full-time ranked faculty and NTT faculty are eligible.

Current members of the [Faculty Leadership Council](#) and faculty who have won this award in the past three years are not eligible. Past winners are listed at

<https://case.mst.edu/awardsscholarship/awardsforfaculty/communityoutreachaward/>

**Timeline for 2024 awards:**

- March 15: Complete nomination package due to CASE Dean's office. Submit to [CASE@mst.edu](mailto:CASE@mst.edu)
  - April 10: Faculty Leadership Council Awards Committee to submit recommendations to the CASE Dean
  - April 15: Nominees informed of decision
- Winners will be recognized at the CASE College-wide meeting at the end of the Spring Semester.

**Nomination materials:**

1. Nominee's CV, highlighting outreach activities for the past three years.
2. 1 nominator letter (1000 words max).
3. Outreach statement (1000 words max) from the nominee, focusing on why their work may be worthy of recognition.
4. Maximum of 5 supporting documents which may include:
  - a. supporting letters from the organization or community group you have worked with
  - b. supporting letters from people you have worked with in outreach who have seen your impact
  - c. supporting letters from people who have witnessed your outreach and benefitted from your work
5. Signatures are required from the nominee, nominator, and chair.

If you were nominated in the previous year and would like the committee to reconsider that application, you can contact [CASE@mst.edu](mailto:CASE@mst.edu) to request that. Applicants are encouraged but not required to update their application.

College of Arts, Sciences, and Education

**2024 Community Outreach Award Nomination Form**

Name:

Title:

Department:

The criterion for the Faculty Outreach Award is excellence in spreading your knowledge and/or influence to a wider audience outside the university campus.

**Nomination packet shall include:**

1. Nominee's CV, highlighting outreach activities for the past three years.
2. 1 nominator letter (1000 words max).
3. Outreach statement (1000 words max) from the nominee, focusing on why their work may be worthy of recognition.
4. Maximum of 5 supporting documents which may include:
  - a. supporting letters from the organization or community group you have worked with
  - b. supporting letters from people you have worked with in outreach who have seen your impact
  - c. supporting letters from people who have witnessed your outreach and benefitted from your work
5. Signatures are required from the nominee, nominator, and chair.

**Nomination packet should be in one PDF file.  
Materials utilizing font size smaller than 12 point will not be accepted.**

**Nominee's statement regarding guidelines:**

I understand that if I do not follow the above guidelines this nomination will be returned without consideration.

Signature of nominee:

Signature of the nominator:

**Acknowledgment of chair:**

I acknowledge that this faculty member from my department is being nominated for a CASE Community Outreach Award.

Signature of chair:

*Please submit nomination packet to the College of Arts, Sciences, and Education at [CASE@mst.edu](mailto:CASE@mst.edu) by March 15, 2024.*