

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

**2024 Department Citizen Award**

**Purpose of the award:**

This award will recognize faculty who support their colleagues and students through mentorship, behind-the-scenes work, or other activities that contribute in important ways to the health of the department and to the success of colleagues and students, but which is often un- or under-recognized.

FLC will recognize all nominees at the award ceremony, and not just the winner, in order to highlight the many good citizens of the college whose “extra” work often goes unrecognized.

**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](#) are not eligible 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/departmentcitizenaward/>

**Timeline for 2024 awards:**

- March 15: Nomination letters 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
- Winner will be recognized at the CASE College-wide meeting at the end of the Spring Semester.

**Nomination materials:**

1. Nomination letter (1000 words max) should detail specific examples of how the nominee is an exemplary department citizen. Letters may be submitted by faculty or staff.
2. Signature of the nominator

College of Arts, Sciences, and Education  
**2024 Department Citizen Award Nomination Form**

Name:

Title:

Department:

The criterion for the Department Citizen Award is exceptional support for colleagues, students, department, and/or campus through mentorship, behind-the-scenes work, or other activities that contribute in important ways to the health of the department and to the success of colleagues and students, but which is often un- or under-recognized.

**Nomination shall include:**

1. Nomination letter (1000 words max) should detail specific examples of how the nominee is an exemplary department citizen. Letters may be submitted by faculty or staff.
2. Signature of the nominator

**Materials utilizing font size smaller than 12 point will not be accepted.**

Signature of the nominator:

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