Oscar and Shoshana Trachtenberg Prize for Service
Submission Package Cover Sheet

Please attach this page to the front of your submission package.

Nominee Name _____

Nominee Title _____

_____

Nominee Department _____

Dept. Chair/Program Dir. Name _____

Service may include active membership in the Faculty Senate; active membership on committees, including standing committees, special ad-hoc committees, or task forces; and other activities that directly involve institutional governance or the conduct of the University's corporate affairs.

For the purpose of this award, "service" is not intended to include activities associated with teaching or scholarship, such as student advising, the development of new programs or courses, or the initiation of grant proposals. Emphasis will be put on service that is voluntary, above and beyond the usual or required faculty service, and on service that is university-wide. The service contribution will be judged using the criteria below.

For each of the criteria, please identify which page they are located in the submission package.

Criteria	Location of supporting materials in package (page number)
1. Service that involves leadership roles, such as a committee or task force chair, department chair, or associate dean.	
2. Service that contributes to shared governance through service in the Faculty Senate or involvement in university-wide strategic planning.	
3. Service on committees at the department, school, and university level to include special committees, accreditation self-studies, and task forces.	
4. Service that has spanned a number of years at GW.	
5. Other university service that contributes to the overall GW mission.	

Revised: 11/15/23

Nominee Package Requirements

All pages should be numbered and submitted in the following order.

- Submission package cover sheet
- Two letters of recommendation from either faculty colleagues and/or an administrator, such as a department chair or dean. These letters should address the impact of the service made by the individual on the university.
- CV of the nominee.

The submission package may be a maximum of 15 pages ***(not including this cover sheet).*** Supporting materials beyond the 15-page limit will not be considered.

Cover sheet, along with all supporting materials, will be submitted via InfoReady.