



TO: The University Community

FROM: James Murray, Chair
Faculty Affairs Committee

DATE: Feb. 15, 2019

SUBJECT: **Nominations for 2018-2019 Sue Schaefer Faculty Service Award**

The Sue Schaefer Faculty Service Award was established by the Academic Senate in Fall, 2001. The annual award of \$250 recognizes faculty members who demonstrate sustained service to the faculty of Cal State East Bay.

The Faculty Affairs Committee invites members of the campus community to submit nominations, in the form of a single-page letter of support (template attached), detailing the ways in which the nominee has served the faculty. All members of the faculty, including lecturers and retired faculty, are eligible. Letters should be submitted electronically to the Academic Senate Coordinator, Mark Robinson (mark.robinson@csueastbay.edu), or by hard-copy to the Academic Senate Office, SF 332, no later than **March 18, 2019**.

FAC will select the finalist and submit the name in writing to the Senate Chair. If in the judgment of FAC, the nominees are not sufficiently meritorious, the committee may choose not to grant an award. The award will be presented by the Senate Chair at the final Academic Senate meeting of the Spring Semester on **May 7, 2019**

Past recipients of this award are:

- 01-02 Judith Stanley, History
- 02-03 Julia Norton, Statistics
- 03-04 Emily Stoper, Political Science
- 04-05 Henry Reichman, History
- 05-06 Vincenzo Traversa, Modern Languages & Literatures
- 06-07 Terry Jones, Social Work
- 07-08 Calvin Caplan, KPE
- 08-09 Russ Merris, Mathematics
- 09-10 Bruce Trumbo, Statistics & Biostatistics
- 10-11 Jennifer Eagan, Philosophy
- 11-12 Dianne Rush Woods, Social Work
- 12-13 Eileen Barrett, English
- 13-14 Mark Karplus, Chemistry & Biochemistry
- 14-15 Gale Young, Communication
- 15-16 Denise Fleming, Teacher Education
- 16-17 Mitchell Watnik, Statistics & Biostatistics
- 17-18 Gretchen Reeve, Psychology

DEPARTMENTS – PLEASE POST

SUE SCHAEFER AWARD
NOMINATION LETTER TEMPLATE

1. In the first paragraph, introduce the candidate and state how long the individual has been at CSUEB. Briefly list the area(s) of focus for the sustained service to faculty.
2. Present a description of the most important or highest-impact example of service.
 - a. Identify at what level the service has taken place—university, college, department. Include the title of the specific service example and the dates.
 - b. Include the role the individual had in the service.
 - c. Discuss the impact that the service has/had on faculty, with specific examples.
3. Present a description of other examples of service of lesser important or lesser impact, addressing the same criteria above (1-3).
4. Summarize how these examples of services have benefitted the faculty. Provide concrete examples.
5. Closing.