

The Alan and Carlene Baharlou Distinguished Service Award of the College of Liberal Arts & Sciences

Purpose and Criteria

The Alan and Carlene Baharlou Distinguished Service Award is designed to recognize a member in the College of Liberal Arts & Sciences who has developed a record of outstanding service that supports and contributes to the teaching and research missions of the College. The award shall be made during the spring semester each academic year. The ideal candidate for the Baharlou Distinguished Service Award shall be a faculty member or department chair:

- With a distinguished record of service that extends beyond the department to include outstanding service to the College, the University, the community and/or major (i.e., state, regional, national, or international) professional organizations.
- Whose record of service contributions is long-term and extends beyond the present academic year.
- Whose commitment to service is supported by excellence in the classroom and a commitment to scholarship.

Each of the above criteria must be met in order to receive the Baharlou Distinguished Service Award. No award will be made if, in the opinion of the Selection Committee and/or the Dean of the College of Liberal Arts & Sciences, there is no nominee who adequately meets these criteria.

Eligibility

- Full-time tenured or tenure-track faculty members and department chairs in the College of Liberal Arts & Sciences who have completed at least five academic years of employment in the College and have not previously received the Baharlou Distinguished Service Award are eligible.
- Members of the Baharlou Distinguished Service Award Selection Committee in a given year are not eligible to be nominated for the award.

Nomination Process

- Any College of Liberal Arts & Sciences tenured/tenure-track faculty member or department chair, except Selection Committee members, may nominate one eligible colleague in the College of Liberal Arts & Sciences for the Baharlou Distinguished Service Award.
- By the posted deadline, nominators will submit the following materials to the College of Liberal Arts & Sciences Dean's Office through their website:
<https://www.eiu.edu/clas/machform/view.php?id=12210>
 - ✓ A letter of nomination outlining the reasons for the nomination, including a written summary of the nominee's outstanding service record and contributions.
 - ✓ Up to two letters in support of the nominee.
 - ✓ The nominee's curriculum vitae with relevant activities highlighted.
- No other materials will be considered by the Baharlou Distinguished Service Award Selection Committee.

Selection Process

- The Selection Committee will be composed of former Baharlou Award recipients and a department chairperson from the College of Liberal Arts & Sciences.
- The Selection Committee will review all completed applications, and will make recommendations to the Dean of the College of Liberal Arts & Sciences.
- The Dean of the College of Liberal Arts & Sciences will inform the recipient(s) of the award.