CHRIS PLYLER EXCELLENCE IN SERVICE AWARD
PALMETTO COLLEGE CAMPUSES

INFORMATION ABOUT THE AWARD

The Chris P. Plyler Award in Service is a University of South Carolina Palmetto College award given to recognize outstanding service.

1. The award will be accompanied by a monetary stipend of $2500.00
2. The award will be presented at the University of South Carolina Columbia Honors and Awards Ceremony and will be announced at the last Palmetto College Faculty Senate meeting of the academic year.
3. The award file covers the previous three (3) years of service. For example, for the 2020 Award, candidates would include service information from Fall 2017 up through Fall 2020.

ELIGIBILITY REQUIREMENTS

1. Nominees must be full-time Palmetto College faculty (FTE).
2. All full-time faculty members are eligible for the award, even with less than three (3) years of service to Palmetto College, except for the following:
   a. Chair of the Palmetto College Campuses Faculty Senate Welfare Committee
   b. Previous Plyler Award recipients are not eligible for nominations for a period of three (3) years after receiving the award.
3. Recipients of other Palmetto College campus awards are eligible for nomination for the Plyler Award.

REQUIRED MATERIALS FOR NOMINEE FILES

1. A two (2) page Curriculum Vitae, specific to service
   a. Vitas should be single-spaced, Times New Roman 12-point font
2. A narrative summary of qualifications (5 page maximum please)
   a. Narrative Summary: The nominee's narrative should summarize the candidate's service activities in the community, on their local campus, within the Palmetto College and greater university system, and/or professional service.
   b. Narrative summaries should be double-spaced, Times Nesw Roman 12-point font
   c. Suggestions for narrative and summary:
      i. Nature of Service
      ii. Function of Service
      iii. Evaluations from participants

iv. Statements and testimonies from supervisors, chairs, administrators, or other organizational or institutional leaders
v. Offices held
vi. Community Service activities
vii. Sponsorship of Student organizations
viii. Participation in University and student organizations
ix. Mentoring
x. Instructional Support to government, industry, business, and/or public organizations
xi. NOTE: This is not an exhaustive list, nor is there any requirement for a candidate to speak to each suggestion on this list. Please see the Faculty Manual for criteria for service.
3. Nominees should include a Cover Sheet to their file containing the following information:
   a. Title of Award
   b. Candidate's name, campus affiliation, and contact information
4. Title page, CV, and Narrative/Summary should be saved and submitted as one PDF file to the committee.
5. A separate file containing support or documentation materials may be submitted as well. The submission of documentation or support materials must be submitted as one PDF file, separate from the other required materials, to the committee.
6. The Committee will not consider applications that do not follow the guidelines provided above.

NOMINATION PROCESS

Nominations will be submitted by each Palmetto College Campus to the Chair of the Palmetto College Faculty Senate Welfare Committee. There is a maximum of one (1) nominee per campus for this award.

Suggested Nomination Process for Campuses:

It is strongly recommended that final campus nominations are endorsed by faculty organizations on each campus using the suggested process below rather than being solely selected by campus administrators.

1. Nominations for the Plyler Award should be sent to one of the following: Academic Dean, Dean, or Faculty Organization Chair.
2. All nominations should be submitted prior to the November Faculty Organization meeting, or prior to a time decided on by the local campus Faculty Organization.
3. Nominations should include the name of the award, the nominee's name, and a one (1) page summary of the nominee's achievements in the area of service.
4. The Academic Dean, Dean, or Faculty Organization Chair will contact nominees to see if they accept the nomination and will commit to submitting the application.

5. Should more than one candidate be nominated for this award at one campus, the Academic Dean, Dean, or Faculty Organization Chair will distribute the one (1) page summaries submitted by nominees to faculty prior to voting so that faculty can make an informed decision.
6. The Academic Dean, Dean, or Faculty Organization Chair will then present a ballot of all nominations to the faculty at the November Faculty Organization, or the time decided upon by the local campus Faculty Organization.
7. The Academic Dean, Dean, or Faculty Organization Chair will count the completed ballots and announce the winner at the end of the meeting.
8. The Academic Dean, Dean, or Faculty Organization Chair will submit campus nominations to the Chair of the Palmetto College Campus Faculty Senate Welfare Committee.

TIMELINE

- **September 1: Nominations open**

- **Last Day of Fall Semester Classes: Campus nominations due to chair of PCCFS Welfare Committee**

- **December: Nominees contacted by the PCCFS Welfare Committee**

- **January 31: Due dates for nominees to submit PDF files to PCCFS Welfare Committee Chair**

- **February: PCCFS Welfare Committee votes on files, committee decision is forwarded to the chancellor's office**

- **April (last PCCFS Meeting of the academic year): Award winner announced**

FACULTY AWARD SELECTION CODE OF CONDUCT

1. All proceedings and communications about nominees and the award process should be confidential. No individual may discuss names, content of files, or any details about nominees outside of the Welfare Committee. All nomination documents and files will be destroyed once the award process has ended (a winner decided by committee and accepted by the Chancellor).
2. The Chair of the Welfare Committee cannot be nominated for an award.
3. Members with conflicts of interest should abstain from votes and discussions and may remove themselves from the committee. Conflicts of interest include, but are not limited to, a close personal relationship with any applicant such as spousal, partner, or other types of collaborative relationships.

4. If a member of the Welfare Committee is nominated by his/her campus for the Plyler Award, the member will **not** be privy to the files of other Plyler nominees and will be excused for that portion of the committee meeting in which Plyler nominees are being discussed and voted on. In this case, files for Plyler nominations will be sent out individually to committee members, except for the nominee, rather than housed on a shared site such as the PCCFS Welfare Committee Blackboard page.
5. Committee Members will read all nominees' files and will attend all meetings dedicated to the selectin process.
6. Committee Members will judge files based on the criteria for service as outlined in the PCC Faculty Manual. Accordingly, candidates will be judged based on their service in the following four areas:
   a. Community Service
   b. Campus Service
   c. Palmetto College Campus and Greater University Service
   d. Professional Service
7. If any member of the committee feels that an error or impropriety has occurred during any part of the selection process, the committee member should notify the Chair of the committee. The member and chair will then bring the issue to the Chancellor and Provost's offices for resolution. The decision of the Chancellor will be final.

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Rubric for Evaluating Candidate Applications
(Designed using elements of 2014 Plyler Rubric Draft; Modeled on GLD Portfolio Rubric)

CATEGORY	ELEMENT	MARGINAL ACHIEVEMENT 1	SOME ACHIEVEMENT 2	STRONG ACHIEVEMENT 3	EXCEEDS EXPECTATIONS 4
Professionalism (Please consider the e-portfolio in its entirety when scoring this category.)	1. *Comprehensiveness, organization, and formatting*	Does not include required sections of candidate file.	Includes all sections but sections are not clearly labeled or organized.	Includes all sections which are clearly labeled and organized.	Includes all required sections, clearly labeled and organized with exceptional clarity.
	2. *Candidate vita highlights service-related accomplishments (awards, honors, successes, etc.)*	Vita does not help reviewers gauge candidate's achievements.	Vita, narrative, & file insufficiently compelling for top marks.	Vita, narrative & supporting file very strong. [note what could have made this a 4]	Vita, narrative, & supporting file demonstrate clear evidence of superior service.
Core Areas	3. *Record of outstanding service as defined in PCC Faculty Manual: Campus, PCC & Greater University, Professional, & Community.*	Insufficient evidence for service in at least 3 areas; low-impact service.	Documented service in at least 3 areas. Some service may not be high-impact.	Documented service in all 4 areas. Some service high-impact; all service shows promise for increasing impact. Some leadership evident.	Documented service in all 4 areas. Most service high-impact: effective leadership innovation, and/or community-development.
	4. *Narrative explains clearly and persuasively how service activities & achievements model* excellence *in all areas*	The candidate may have many activities listed, it is not clear from the file why/how they constitute *excellence.*	The narrative adds a bit more to the vita and list, but items are left under-explained; impact hard to determine	The narrative provides some explanation for service, showing that the candidate sees their work in the larger context of the whole.	The narrative clearly explains the importance of all service to present a compelling picture of a current or emerging leader.

Palmetto College Faculty Senate Welfare Committee, Version January 2022

Category	Element	MARGINAL ACHIEVEMENT 1	SOME ACHIEVEMENT 2	STRONG ACHIEVEMENT 3	EXCEEDS EXPECTATIONS 4
	5. *Clearly demonstrated ability to inspire, promote, and sustain scholarly development connected to service at campus, university, professional, and community levels.*	Minimal organization of service toward overarching goal. Candidate may struggle to get campus et al. on board.	Service is not fully organized toward overarching goal. Candidate may have solid ideas but may not yet show promise in sharing them.	Service is somewhat organized toward that overarching goal. Candidate shows promise in sharing vision with others and promoting overall excellence.	Service is well organized toward an overarching goal of academic excellence and growth. Candidate shows skill in sharing vision with others.
	6. *Presents an approach to service that is clear, innovative, creative, and engaging.*	It is clear the candidate has served the campus, but any "approach" is disorganized or minimal.	This is a file full of service, but/and it may not show anything innovative or unique in vision or organization.	Approach to service is somewhat unique and may include something of a vision of excellence for the campus/university as a whole.	Accomplishments, activities & narrative go beyond standard committees & brief explanation; there is a vision and something unique.
	7. *Detailed current and future goals for continued improvement, including new projects, relationships, and leadership*	Marginal indication of plans for improvement, vision for future, or leadership goals.	Plans for improvement present, but perhaps no vision for future.	Vision for future goals present, but perhaps not yet as well organized. Plans for improvement present.	Vision for future goals compelling, clear, and harmonizes with values of candidate, campus, and communities.
	8. *File demonstrates strong grasp of campus, PCC, university, and professional priorities, including support for students.*	Marginal connection to values / priorities of campus / university as a whole.	Some connection to values & priorities of campus and / or university as a whole. Not as well developed or present.	Activities & accomplishments mostly connected to values & priorities of campus & university as a whole. Some may not have strong/clear connection.	Service activities & accomplishments included are clearly connected to the values & priorities of the campus & the university as a whole.
COLUMN TOTALS					
GRAND TOTAL					

NOTES: Have some notes to explain your scores, particularly with reference to specific items/page numbers in candidate files.