

To: Faculty and Staff

From: Brad Tolppanen, Assistant Vice President of Academic Affairs *BT*

Date: August 15, 2024

Subject: Achievement and Contribution Awards

Achievement and Contribution Awards (ACA) are scheduled to be awarded in the December payroll to approximately 30 tenured /tenure-track faculty members at Eastern Illinois University. These awards recognize and honor outstanding achievements and contributions in the areas of teaching/performance of primary duties, research/creative activity, and service during the period of August 15, 2023 through August 14, 2024.

The Unit A Agreement provides for a monetary award added to each recipient's base salary, retroactive to September 1.

ACA Recipients are selected based on the following criteria:

- Extraordinary achievement and effort;
- Impact of the achievement on others: students, profession, University community, beyond the University community;
- Contribution to the success of others: collegiality, generosity of spirit, mentoring.

To be eligible for an ACA, tenured/tenure-track faculty must have completed at least one full academic year of employment in Bargaining Unit A and must not have been an ACA recipient in the previous year. Anyone may submit up to two ACA nominations. Self-nominations are permitted. Each nomination must be made in one of the following four areas:

- Teaching/performance of primary duties
- Research/creative activity
- Service
- Balanced (the three areas listed immediately above are considered as a whole)

The number of awards in each area will be roughly proportional to the number of nominations in that area.

The following materials must be submitted electronically (preferred by ACA Committee) to: aca@eiu.edu by 11:59 p.m., or on paper to Mr. Steve Brantley c/o Patty Watson at 1020 Old Main by 4:30 p.m. on Friday, September 13, 2024:

- Cover page completed and signed by the nominator. A nomination cover page is available on the Academic Affairs website: [ACA nomination form 2024.pdf \(eiu.edu\)](#)
- Letter of nomination, naming the nominee, specifying the area of nomination, and outlining the reasons for the nomination.
- Summary of the nominee's achievements and contributions in the nomination area during the period under consideration.
- Not more than three letters of support. If the nomination is made in the teaching or balanced areas, at least one letter must be from a student.
- The nominee's curriculum vitae, with relevant activities highlighted.
- Student evaluations from courses taught during the period of consideration if the nomination is made in the teaching or balanced areas.
- A copy of the nominee's final Assignment of Duties forms for the period under consideration.

No other materials will be considered by the ACA Selection Committee. Nomination materials may be submitted electronically (preferred) or on paper. Only activities taking place during the period of August 16, 2023 through August 15, 2024 will be considered. Activities performed while the employee was not in the bargaining unit or was on leave without salary are not eligible for consideration.

Late submissions will not be considered. Please note that incomplete applications will not be considered. Submitters should make sure that applications are complete using the checklist on the cover page (all checklist items are required). If relevant, the nominee should work with the nominator to make sure there are no omissions.

The faculty selected to serve on this year's ACA Selection Committee are: Steve Brantley, Chair, Aaron Mattox, Lauri DeRuiter-Willems, Marita Gronnvoll, Marjorie Worthington, Nichole Hugo, and Nichole Mulvey. The ACA Selection Committee is charged with reviewing the nominations and selecting recipients for the awards.