REQUEST FOR READERS AND REVIEWERS FOR CIVIC & COMMUNITY ENGAGEMENT AWARD NOMINATIONS

2023 CIVIC & COMMUNITY ENGAGEMENT AWARDS

Become a Reader!

Be part of this year’s celebration of awarding individuals and groups for their commitment and accomplishments in community service and engaged scholarship.

The Institute for Civic & Community Engagement is seeking community partners, faculty, staff and students to review this year’s nominations for the 2023 Civic & Community Engagement Awards. This annual event recognizes and honors individuals and groups for their exceptional leadership, service, and collaboration.

-----

ABOUT THE AWARDS

Categories

- Faculty Award for Excellence in Service Learning
- Staff Award for Excellence in Service Learning
- Community Partnership Award for Excellence Campus Collaboration
- Student Award for Excellence in Service Learning
- Student Award for Excellence in Community Engagement

Nomination Deadline
Nominations must be submitted online at civic-community-engagement-awards by November 4, 2022 at 6pm. As a Reader you will be equipped with instructions and an evaluation rubric to identify the nominee’s achievements, strengths, impactful engagement and outstanding contributions in service and community-engaged scholarship attributes.
Who can be a Nominator?

**Student awards:** faculty, staff and community members

**Faculty awards:** academic colleagues, administrators and community partners

**Community partner awards:** students and faculty

**Staff awards:** faculty, staff, students and community members

-----

ABOUT BEING A READER

Members of the SF State campus community including students, faculty, community partners and staff can become Readers. The Reader’s perspective is to be objective and follow vetted questions in the Reader Guidelines and Scoring Card. Based on the number of nomination entries and the number of interested Readers, not all Readers may be chosen.

**Reader Guidelines**

*Ranking the Applicant*

Each award category will describe purpose and eligibility. Each nomination entry sent in by a nominator will be assigned a letter of the alphabet representing the nominee/applicant. Each Reader will be assigned 1 –2 applicants depending upon the intensity of the entry.

Reader will rank the nomination on a Reader Scoring Card where they will review, evaluate and then score the applicant. Readers will follow a rubric consisting of questions to answer from the applicant's entry. Reader will rank the applicant 1-5 according to how much of the question can be answered.

There will be a total of 5 questions. Reader will add up the score for Total Score.

*Evaluation Criteria*

All or a major portion of the criteria for each award will have to be accomplished while the applicant or nominee either:

- Serves as a faculty/lecturer here at SF State University.
- Was enrolled as a PT or FT student in Spring 22 and has continued in the Fall 2022, or is currently enrolled this semester as a PT or FT student.
- Currently employed with the University.
• Is currently or is in the process of being an active Community Partner with the University by Spring 2023.

**Reader Time Frame: November 7 - November 18**
Readers will be given 1 – 2 nominations to read on November 7th. We ask that you complete your review for scoring purposes by November 18th. Readers will have 10 business days to complete the scoring.

**HOW TO APPLY**

Please email icce@sfsu.edu if you are interested in becoming a Reader of the Civic & Community Engagement Awards.

Thank you in advance!