**The Williams Outstanding Technology Service Award**

**Illinois State University**

*Purpose*

The Williams Outstanding Technology Service Award was established in 2001 by David B. and Kay O. Williams to recognize an individual who has made extraordinary contributions to the University in the area of technology and service. The purpose of the Williams Outstanding Technology Service Award is to provide significant recognition and a monetary award to a staff person who has made extraordinary contributions to the University in an area of technology support that has a direct impact on the scholarly activities of students and/or faculty. The award recipient will be announced in early 2023, will receive an individual recognition plaque, will have her/his nameplate added to the permanent plaque in the Bone Student Center, and will receive a $600 cash award to support professional development. This award will help recognize Dr. Williams’ commitment to building a “technology-friendly campus” in support of learning, teaching, research, and creative activities at Illinois State University.

*Candidate Qualifications*

Candidates for The Williams Outstanding Technology Service Award must meet the following criteria:

* 1. Demonstrate outstanding service in a computer or technology support position to learning, teaching, research, and creative activities in any area of Illinois State University that has a direct impact on scholarly activities of students and/or faculty.
	2. Must hold a full-time academic professional or civil service position at Illinois State University in a technology role.
	3. Employed for four or more years in this or a similar role at the University.
	4. Must have made an extraordinary contribution to the support area of technology that is readily acknowledged by peers.
	5. A full-time employee of the University must nominate the recipient and submit the following five artifacts:
		1. Attached nomination form
		2. Nominee’s job description
		3. Three letters of support shall be provided:
			1. Letter from the Nominator (see specifics on the nomination form)
			2. Two other letters of support, with at least one from outside of the nominee’s area of employment

*Award Selection and Administration*

The Office of Advanced Technology Support for Faculty *ad hoc* Awards Committee will be responsible for the identification of eligible candidates, selection of the award recipient, and distribution of awards.

Completed applications should be sent to Rosie Hauck, Julian Hall 133, Campus Box 3380, or emailed to Rosie.Hauck@illinoisstate.edu no later than **Thursday,** **November 17, 2022** **at noon**.

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**Illinois State University**

*Nomination Form*

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| Name of nominee:  |
| Campus address, phone, & email:  |
| Department:  |
| Number of years employed at Illinois State:  |

Please attach the following to this *Nomination Form*:

1. A letter (from the Nominator) that describes how the nominee has made an extraordinary technology support contribution to the University that has a direct impact on scholarly activities of students and/or faculty; a contribution that peers readily acknowledge for its impact on learning, teaching, research, or creative activities.
2. The nominee’s job description. The nominee must hold a full-time academic professional or civil service position in a technology role at Illinois State.
3. Two (2) additional letters of support; at least one letter from outside of the nominee’s area of employment.

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| Name of Nominator: |
| Campus address, phone, & email:  |

Please return this completed nomination form to Rosie Hauck, Julian Hall 133, Campus Box 3380, or email Rosie.Hauck@illinoisstate.edu.

**Application Deadline: November 17 2022 at noon.**