The USFSP Awards Committee met on five occasions, first to evaluate candidates, then to select award recipients for the following awards:

[1] USFSP Teaching Award
[2] USFSP Service Award
[3] USFSP Academic Service Award (Library/Advising)

After selecting winners for each of these awards, the committee then began work, as requested by Susan Allen, developing rubrics for evaluating each award in the future (as no rubrics exist at this time), and a revision of the instructions/guidelines for those applying for these awards in the future. A rough draft was completed for rubrics and instructions each of the three awards. Since the committee felt that the Academic Service Award [3] would likely be evaluated differently for applicants from USFSP employees from our library versus
those whose primary function was advising, separate rubrics and separate instructions were
developed for those two groups eligible for the Academic Service Award.

The committee assumed that the Faculty Senate would need to approve the proposed
rubrics and changes to the existing instructions for each award, so the new rubrics and the
new instructions were sent to the Senate Chair at the end of the 2012-2013 academic year
along with copies of the minutes for each of our meetings occurring on the dates listed
above.

Todd Shank, Chair