In 2004 the Civic Engagement Awards were established. IUPUI defines civic engagement as “active collaboration that builds on the resources, skills, expertise, and knowledge of the campus and community to improve the quality of life in communities in a manner consistent with the campus mission.” The definition of civic engagement indicates that this work encompasses teaching, research, and service (including patient and client services) in and with the community. Civic engagement includes university work in all sectors of society: nonprofit, government, and business. The organization receiving this award will be recognized at the annual Chancellor’s Academic Honors Convocation.

**ELIGIBILITY:** Any community-based organization that has engaged in a partnership with an academic unit or units at IUPUI that has resulted in documented positive differences in the community through teaching (e.g., service learning, clinical, internship), research, or professional service may be nominated for this award. *An organization may receive this award only once.*

**CRITERIA:** Community-based organizations must be nominated for this award by an IUPUI faculty member, administrator, or staff member. Nominees should have engaged in a meaningful program of collaboration with one or more academic units that has resulted in achievements in student learning, faculty work, and community improvements.

**PROCESS:** Recipients must be nominated by an IUPUI faculty, administrator, or staff member. Complete the electronic nomination form and upload required documentation online at [http://academicaffairs.iupui.edu/civicengagementcommunity](http://academicaffairs.iupui.edu/civicengagementcommunity).

**DOCUMENTATION:** All supporting documents for the nomination must be submitted electronically and should include the following:

- A nomination letter
- No more than five letters of support
- A narrative of no more than ten pages
  Narratives should document:
  1. The nature and quality of the collaborative work between the organization and IUPUI
     - How the collaboration has demonstrated consensus building
     - How the collaboration has demonstrated the use and development of resources
     - How the collaboration has demonstrated the capacity to include relevant constituencies in the work
     - How the collaboration has demonstrated a sustained and growing partnership
  2. The significance and impact of the collaboration with IUPUI to the organization
     - How IUPUI’s participation has contributed to the organization’s capacity and effectiveness
     - How IUPUI’s participation has contributed to the organization’s constituencies (e.g., patients, clients, participants)
     - How IUPUI’s participation has contributed to the quality of life in Central Indiana
  3. The significance and impact of the collaboration to IUPUI
     - How the collaboration with the organization has contributed to IUPUI’s work (teaching, research, service)
• How the collaboration with the organization has contributed to IUPUI’s capacity for civic engagement
• How the collaboration with the organization has contributed to the professional development of faculty, staff, and students

4. Communication and dissemination
• How the collaboration has communicated with appropriate audiences, including other practitioners who can benefit from the work of the partnership
• How the collaboration has used modes of communication and dissemination that are appropriate to audiences
• How the collaboration has engaged in regular analysis of and reflection on the civic engagement activities and partnership

Uploaded files should be in PDF format. If documentation is not currently available electronically, it can be scanned. The Center for Teaching and Learning, University Library Room 1125, can assist with this process.

In addition to the required documentation, please provide the following when completing the nomination form online:

• Organization Information
  Name, full street address, phone number, and web address (if applicable)
• Organization Contact
  First and last name, title, e-mail, and phone number
• Academic unit(s) worked with and/or supporting nomination
• Nominator Information
  First and last name; university ID #; appointment type; school; department; campus address; e-mail; and phone number

NOTE: For jointly-prepared nominations, submit contact information for only one nominator. All other nominators can be accounted for at the end of the nomination letter.

Nominations must be submitted online no later than 5:00 p.m., January 15, 2016.

SELECTION: The review committee will recommend at least two organizations for the award, with the final selection being made by the Chancellor. Awards may not be given every year.

Successful candidates will be honored at the Chancellor’s Academic Honors Convocation held on Thursday, April 21, 2016, at 4:00 p.m. in the Hine Hall Auditorium.

QUESTIONS: Inquiries regarding eligibility and criteria should be directed to Julie Hatcher (jhatcher@iupui.edu, 317-278-3499), Executive Director of the Center for Service and Learning.

Issues relating to the online nomination process should be directed to Lori Klosterman, Special Events Coordinator, (lokloste@iupui.edu or 317-278-6090).