

**TO:** Bradley University Unit Administrators

**FROM:** David M. Glassman  
Provost and Vice President for Academic Affairs

**DATE:** January 17, 2011

**RE: CALL FOR SUBMISSIONS – THE THEODORE C. BURGESS AWARD FOR  
EXCELLENCE IN INTERDEPARTMENTAL COLLABORATION**

Submissions for the University-wide Theodore C. Burgess Award for Excellence in Interdepartmental Collaboration are now being accepted in the Office of the Provost and Vice President for Academic Affairs.

As indicated in the attached criteria and eligibility statements, all units across the campus are invited to participate in the competition. Please copy and distribute these materials to members of your staff and/or faculty as necessary. A panel of jurors from beyond the campus will receive the submissions through the Office of the Provost, and will review them. The Burgess Award winner will be announced at the August 2011 University Conference. Nominations should be received well in advance of this deadline to allow the nominated units to prepare their submissions.

Submissions, not to exceed 12 pages, should address the criteria outlined in the attachment. A mandatory executive summary of no more than two pages is to be accompanied by supporting evidence. Eight copies of the application should be submitted. Following preliminary review by the jury, clarifications or additional materials may be requested.

**THE DEADLINE FOR RECEIPT OF SUBMISSIONS IN THE OFFICE OF THE PROVOST IS  
FRIDAY, MAY 6, 2011**

## **THE THEODORE C. BURGESS AWARD FOR EXCELLENCE IN INTERDEPARTMENTAL COLLABORATION**

The **THEODORE C. BURGESS AWARD** is presented triennially to University units that have significant achievements in interdepartmental collaboration. The award, first established in 1996 and named in honor of Bradley's second President who served from 1906 - 1925, recognizes that effective, innovative collaboration among the structural units of the University can significantly enhance the quality, breadth, variety and cost-effectiveness of Bradley's programs and services.

### **I. The Award**

Winners of the Theodore C. Burgess Award will have their unit names inscribed on a perpetual plaque on permanent display in Bradley Hall, will be presented a plaque for display in the units' offices, and will share a monetary grant proportionate to the significance of the collaborative effort(s).

### **II. Criteria**

Nominees will be evaluated according to the following criteria:

1. The significance of the collaboration, including demonstrable improvement in the quality, effectiveness, scope, availability, and impact of program(s) or service(s).
2. The efficiency of the collaboration, including demonstrable improvement in the use of faculty or staff time and talent or in the use of fiscal or other resources.
3. The innovative and synergistic quality of the collaboration.

### **III. Eligibility**

All academic and administrative units of the university, from the smallest to the largest, in any collaborative configuration are eligible to receive the **Burgess Award**. To be considered, the collaborative effort should have been implemented within three years preceding the call for submissions and should be ongoing.

### **IV. Process**

A call for submissions, including a closing date, will be made triennially. Units involved in collaborative efforts may apply, be invited to apply, or be nominated for consideration. Submissions from the collaborating units should not exceed 12 pages and should include: **(1)** a summary of no more than two pages that includes description of the objectives of the collaborative effort(s) and how these objectives contribute to the mission of Bradley University, to its strategic goals and to the goals of the collaborating units; **(2)** a description of how the collaborative efforts meet one or more of the criteria identified in (II) above; and **(3)** appropriate supporting qualitative or quantitative evidence.

Submissions will be evaluated by a panel of external jurors appointed by the Provost and Vice President for Academic Affairs of the University. Support for the panel's work will be provided by the Provost, to whom questions about eligibility or other matters about the award should be directed.

The jury will recommend to the President through the Provost the submission(s), if any, it believes meet fully the Burgess Award criteria. It may also make a recommendation about the appropriate monetary award that is proportionate to the significance (scope, impact, qualitative improvement, resource efficiency, and innovation) of the collaboration.