

TO: Bradley University Academic and Administrative Units

FROM: Walter Zakahi
Provost and Senior Vice President for Academic Affairs

DATE: February 5, 2021

SUBJECT: CALL FOR SUBMISSIONS – The Helen Bartlett Award for Excellence
in Service to Students

Submissions for the University-wide Helen Bartlett Award for Excellence in Service to Students, established to recognize a department or unit which has made the most outstanding contributions to Bradley University's commitment to its students, are now being accepted in the office of the provost and senior vice president for academic affairs.

The criteria and eligibility statement indicates, all units across the campus, regardless of size, are invited to participate in the competition. This statement is available at www.bradley.edu/provost/. A panel of jurors will receive the submissions through the office of the provost, will review them, and will recommend an award. The 2021 Bartlett Award winner will be announced in the Fall of 2021.

The program, service, process or other innovative activity should have been implemented within three years preceding this call for submissions. It should also be ongoing.

The submission should demonstrate that the service, program, or activity is not the work of a single individual, but rather an approach to excellence in service to students involving the entire unit, though some individuals may be more intensely involved than others. The submission should clearly demonstrate how these and the other Bartlett Award criteria have been met.

Submissions should be limited to a maximum of 20 pages, including a mandatory two-page summary of the program, service or activity. Supporting materials should be limited to 18 additional pages, including quantitative and/or qualitative evidence to document improvements, increased efficiencies or increased effectiveness. Eight copies of the application should be submitted.

**THE DEADLINE FOR RECEIPT OF SUBMISSIONS
IN THE OFFICE OF THE PROVOST IS:**

April 30, 2021

THE HELEN BARTLETT AWARD FOR EXCELLENCE IN SERVICE TO STUDENTS

At the core of Bradley's mission is a commitment to students. That commitment is evidenced in the quality of the University's academic, co-curricular, and support programs and in an unceasing effort to insure the continuous improvement of those programs. It is further evident in the high personal and academic standards to which Bradley students are held and in the efforts of faculty and staff to make the University as student friendly as possible while encouraging students to be fully responsible for fulfilling their own obligations.

To encourage, honor, and reward successful efforts at putting students first, Bradley University will present the **Helen Bartlett Award**. The award is named after Helen Bartlett who served the University from 1897 to 1910 variously as Dean of Women, Head of the Department of Modern Languages, and as faculty member.

I. The Award

The winning unit will have its name inscribed on a perpetual plaque and will receive both a plaque to be displayed in the unit's office and a monetary grant proportional to the significance of its achievement.

II. Criteria

To be considered for the **Bartlett Award**, evidence should be submitted that the unit has achieved one or more of the following:

1. A current program, service, or activity has been made substantially more "student friendly;" or that
2. Existing resources have been redeployed in an innovative way that makes a program, or service, or other activity more widely available to students or more effective; or that
3. A new, innovative, resource efficient process, program or service that satisfies a significant unmet student need has been successfully designed and implemented; or that
4. A new program for faculty or staff development that focuses on improving service to students has been created and effectively utilized.

III. Eligibility

All academic and administrative units of the University from the smallest to the largest, individually or in combination, are eligible to receive the **Bartlett Award**. The program, service, process or other innovative activity 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 may apply, be invited to apply, or be nominated for consideration.

1. Submissions should include: (1) a summary no longer than two (2) pages of the program, service, or other innovative activity, including a description of how it meets one or more of the criteria identified in (II) above; and (2) appropriate supporting qualitative or quantitative evidence.

2. Submissions will be evaluated by a panel of jurors appointed by the President of the University.
3. The jury will recommend to the President of the University the submissions it determines best meet the **Bartlett Award** criteria. The jury will also recommend a monetary award that is proportional to the significance (scope, impact, qualitative improvement, resource efficiency, and innovation) of the collaboration.

January 31, 1997