



TO: Bradley University Academic and Administrative Units

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

DATE: January 23, 2024

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 <https://www.bradley.edu/offices/academic/provost/awards/>. A Panel of jurors will receive the submissions through the office of the provost, will review them, and will recommend an award. The 2024 Bartlett Award winner will be announced in the Fall of 2024.

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. When you have completed your nomination form, please submit one electronic copy in word format to mmkelly@bradley.edu and one hard copy to the Office of the Provost and Vice President for Academic Affairs in Swords Hall, Room 205.

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

April 26, 2024