

Newman Civic Fellow Nomination Process

The institution that submitted this process is a relatively small public institution with undergraduate and graduate programs.

1. Vice President for Student Affairs sends email to Provost for approval.
2. Email sent to Academic Deans for distribution among department chairs and faculty members.
3. VPSA collects all nominations.
4. A task force comprised of Student Affairs department heads meet to rank nominees.
5. Ranked list sent to President for final selection.

Sample Email

Hello All:

It is time for University Name to consider a candidate for the Campus Compact's 2016 Newman Civic Fellows Award, which recognizes community-involved student leaders. "We are seeking nominations of undergraduate or graduate students who are proven leaders with both the motivation and ability to make substantial contributions toward public problem solving. They will have also taken action in pursuit of long-term positive social change" (Campus Compact, 2016). Please see the attached summary of eligibility criteria.

I must submit University Name's nomination on behalf of President _____ by February 29, 2016. Please submit all nominee information to me, via email, no later than 12:00 p.m. (noon) on Friday, February 9. A task force within Student Affairs will be established to rank nominees for President _____'s review. Nominee packets must include:

1. *Student's resume, including major and expected year of graduation*
2. *Student's Personal Statement – 200 word maximum statement from the nominated student as to why they should be considered for a Newman Civic Fellowship. (If selected, this will appear on the Campus Compact's website.) The student should include information central to the recommendation, including the student's approach to addressing the root causes of social issues and information about their potential for making significant contributions to public problem solving.*

These items should be emailed from the administrator/faculty member/staff member making the recommendation. Thank you for your assistance in recognizing worthy student leaders!

Sincerely,

Vice President for Student Affairs