

**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.