**Division of International Affairs**

**Award for Outstanding Department Contribution to International Education at NIU**

**2014 Call for Nominations**

**Description of the Award**
The Division of International Affairs at NIU invites nomination for the 2014 Award for “Outstanding Department Contribution to International Education at NIU.” The purpose of this non-monetary award is to recognize the NIU department that has made significant contributions to international education and/or internationalization of the campus, as set forth in the following mission statement of the Division of International Affairs: “Bringing the perspectives of the world to Northern Illinois University and the expertise of Northern Illinois University to the world, through international mobility of faculty, students, and ideas.”

**Eligibility**
All units at NIU, which include academic departments, administrative and support units, are eligible for the award. Previous recipients of the award, individuals, and units within the Division of International Affairs are not eligible for the award.

**Nomination Procedure**
Each nominator can nominate one’s own unit or another unit within NIU. If the nominator is not the head of a particular unit being nominated, the selection committee may request the head of the nominated unit for additional information or clarifications of the nomination information. Each nomination, including the nomination form and supporting documents not exceeding 5 pages, should be emailed to Friday, October 10, 2014 to slindell@niu.edu.

**Selection Process and Criteria**
In order to be eligible for the award, the nominated unit should have made outstanding contributions in one or more of the following (note that not all items may be applicable to all campus units):
- Supporting NIU sponsored Study Abroad Programs benefiting NIU students and or faculty
- Offering or supporting international courses in the curriculum or inclusion of international issues in the courses
- Recruiting international faculty, staff and or students
- Co-sponsoring/implementing international professional development programs (e.g. short-term training programs, organizing international conferences)
- Supporting faculty in international work (e.g. research, technical assistance, conference participation)
- Supporting international students (e.g. tuition waivers, assistantships, financial aid, support for international travel, support for conference participation)
- Hosting visiting international scholars and exchanges
- Receiving external funding received for international projects (research, development)
- Administering NIU sponsored international events to promote international understanding (e.g. international conferences/lectures, educational exhibits with an international focus) Collaborating with campus units on international activities or projects or programs
- Any other contributions related to the IA mission statement

Nominations will be reviewed on the above-mentioned criteria by the selection committee. Specific attention will be given to outstanding contributions beyond the regular focus or duties of the particular unit that is being nominated. Selection committee may include staff of International Affairs, previous recipients of the award, and faculty and staff from academic and support units at NIU.

**Award Reception**
The award will be presented to the selected NIU unit on Tuesday, November 18, 2014 at noon during the **International Recognition Reception** sponsored by the Division of International Affairs.