

Division of International Affairs
Award for Outstanding Department Contribution to International Education at NIU
2018 Call for Nominations

Description of the Award

The Division of International Affairs at NIU invites nomination for the 2018 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 **Monday, October 15, 2018 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 13, 2018 between 12:00 – 1:00 p.m. during the **International Recognition Reception** sponsored by the Division of International Affairs.

DIVISION OF INTERNATIONAL AFFAIRS
2018 Award for Outstanding Department Contribution to International Education at NIU

Nomination Form

Complete the following for each department/campus unit being nominated, attach any supporting documents, and email the documents (not exceeding 5 pages) to slindell@niu.edu by **Monday, October 15, 2018**.

1. NIU department/unit being nominated: _____
2. Campus address: _____
3. Nominated department/unit's phone number: _____
Department/unit Contact: _____
Contact E-mail: _____
4. Name of the nominator: _____
5. Title of the nominator: _____
6. Campus address of the nominator: _____

7. Nominator's phone number: _____ E-mail: _____

For each item below, list the department's contributions to international education during the past 5 years. Provide as much details as possible and note that not all items may be applicable to all departments. Expand the space under each item as necessary but do not combine the information for all items into one attachment.

8. NIU-sponsored Study Abroad Programs offered in coordination with the Study Abroad Office benefiting NIU students and faculty supported by the department. Include details such as semester/year, country, coordinating faculty, number of students participated, etc.
9. Department offered/supported international courses in the curriculum or inclusion of international issues in the courses. Include course number and title, instructor(s), semester and year of offering, and major international issues or content covered in those courses.
10. Department's contributions to recruiting international faculty, staff or students. Include names of international faculty and staff recruited, number of international student recruited from which countries, semester/year, etc.
11. Department sponsored/offered international professional development programs (e.g. short-term training programs, international conferences, etc.). Include program title, dates, locations, attendance, etc.
12. Department's support for faculty/staff in international work (e.g. research, technical assistance, conference participation). Include faculty/staff name, type of international work, dates, locations, etc.

13. Department's support of international students (e.g. tuition waivers, assistantships, financial aid, support for international travel, conference participation). Include students' names, type of support, dates of support, etc.
14. Visiting international scholars and exchanges hosted by the department. Include names and affiliations (university and country) of international scholars or exchanges, dates of visit, etc.
15. External funding for international projects (research, development) received by the department. Include project title, dates, sponsor, amount, principal investigator or director, etc.
16. Department administered, NIU-sponsored international events to promote international understanding (e.g. international lectures, educational exhibits with an international focus). Include title of the event, date, location, attendance, collaborating units, etc.
17. Department's other contributions related to the International Affairs' mission or any unique contributions to international education not covered in the previous items. Include details.

Attach any supporting documents (**Nomination form and supporting documents should not exceed 5 pages**) that describe the department's contributions to international education.

Please submit the nomination form and attachments from the nominator's email as one complete file by **Monday, October 15, 2018** to slindell@niu.edu. For questions or clarifications about the award, please contact Sarah Lindell at slindell@niu.edu or 815-753-9526.

Past Recipients

- 2006** – Faculty Development & Instructional Design Center
- 2007** – Department of Political Science
- 2008** – School of Art
Department of Mechanical Engineering
- 2009** – Department of Marketing
- 2010** – Department of Chemistry
Special Award – Office of the Ombudsman
- 2011** – School of Music
- 2012** – Department of Literacy Education
- 2013** – Division of Public Administration
- 2014** – University Honors Program
- 2015** – Department of English
- 2016** – Not awarded
- 2017** – College of Education Office of External and Global Programs