



**TO:** Bradley University Academic and Administrative Units

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

**DATE:** January 21, 2022

**RE: CALL FOR SUBMISSIONS – THE WILLIAM RAINEY HARPER AWARD  
FOR DEPARTMENTAL EXCELLENCE**

Submissions for the University-wide William Rainey Harper Award for Departmental Excellence, established to recognize an academic or support unit which has demonstrated commitment to excellence, are now being accepted in the Office of the Provost and Senior Vice President for Academic Affairs.

As indicated in the attached criteria and eligibility statements, all units across the campus are invited to participate in the competition. The Harper Award winner will be announced at the August 2022 End of Summer Assembly.

The winning submission will demonstrate understanding and actualization of its own mission and goals in context of the university's mission and goals. Its progress toward excellence will be clearly evident as involving the entire unit.

Submissions, not to exceed 12 pages, should address the criteria outlined in the attachment. A mandatory executive summary is to be accompanied by supporting evidence, including quantitative and/or qualitative data. One electronic copy in word format of the application should be submitted to [tmeyer@fsmail.bradley.edu](mailto:tmeyer@fsmail.bradley.edu) and one hard copy should be submitted to the Office of the Provost and Vice President for Academic Affairs. Clarifications or additional materials may be requested by reviewers.

**THE DEADLINE FOR RECEIPT OF SUBMISSIONS IN THE OFFICE OF THE PROVOST IS  
April 25, 2022.**

**THE WILLIAM RAINEY HARPER AWARD  
FOR  
DEPARTMENTAL EXCELLENCE**

The **William Rainey Harper Award** is presented triennially to an academic or support unit of the University that has, as an entire unit, fulfilled its mission at the highest level of excellence and demonstrated a commitment to an ever improving level of performance. Its eponym was President of the Faculty at Bradley University from its founding in 1897 until 1906.

**I. The Award**

The winning academic or support unit will have its name inscribed on the permanent plaque on display in the Cullom Davis Library and will receive both a crystal plaque for display in the unit's office and an unrestricted monetary grant.

**II. Criteria**

To be considered for the Harper Award an academic or support unit should submit substantial evidence that it:

1. Has broadly and in detail identified its own goals and objectives within the mission of the University and in keeping with the University's distinctive qualities;
2. Has a well developed understanding of how those goals and objectives are to be realized;
3. Has implemented that understanding through effective, innovative, and distinctive means;
4. Has assessed, and continues to assess, the results of that implementation;
5. Has developed compelling evidence through its self-assessment process that as an entire unit its performance has been truly excellent.

**III. Eligibility**

All qualifying academic and support units of the University are eligible. "Qualifying units" are units that are individually administered and of sufficient size to demonstrate collective rather than individual excellence. Questions about qualified status should be addressed to the Office of the Provost.

**IV. Process**

A call for submissions, including a closing date, will be made triennially. Units may apply, be invited to apply, or be nominated.

To be considered a unit must submit (1) an executive summary no longer than two pages that addresses each of the criteria in II above, and (2) sufficient supporting material to enable an independent juror to evaluate the quality of the unit's performance in meeting these criteria. The submission should not exceed twelve (12) pages including the executive summary. Clarifications or additional materials from applying units may be requested by reviewers.