

**Minnesota State Board of Trustees’  
Professional Excellence Award for Administrative Service Faculty  
St. Cloud State University  
2020**

**Purpose:**

The Board of Trustees Professional Excellence in Service Award is intended to recognize outstanding service to our universities and to the Minnesota State system. The award proclaims, on behalf of the entire system, the Board of Trustees’ pride in the dedication and accomplishment of service faculty in contributing to students’ growth and development. The award recognizes the key role that service faculty fulfill at our system’s universities in advising and counseling students; in the recruitment, retention, and placement of students; in residential life programming; in facilitation of student groups and student leadership; and other involvement in university and community activities. The award reflects the commitment of the system to serving the citizens of Minnesota by providing the best possible college and university instruction and supports.

**Award:**

Nominees and the awardee will be honored at the board’s “Celebrating Excellence” event on April 22, 2020.

**SCSU Process:**

October 30, 2019	Call for nominations is shared with the campus community. See nomination form.
November 18, 2019	Nominations due to HR by 4:30 p.m.
November 19, 2019	University nomination committee reviews nominations, selects campus nominees and forwards names to the university president. Committee members: <ul style="list-style-type: none"><li>• Administrator: Latha Ramakrishnan</li><li>• MSUAASF Member: Terri Mische</li><li>• MSUAASF Member:</li><li>• Facilitator: Human Resources</li></ul>
November 20, 2019	President Wacker designates campus award nominee.
November 25- December 30, 2019	Nominee creates portfolio. Nomination committee creates and provides President’s Recommendation Packet.
January 6, 2020	University nomination committee forwards President’s recommendation packet to president for submission.
April 28, 2020	Awards for accomplishments through academic year 2019-2020 will be bestowed by the Board of Trustees

**Minnesota Board of Trustees'**  
**Professional Excellence Award for Administrative Service Faculty**  
St. Cloud State University  
Nomination Form  
**Due to Human Resources by 4:30 p.m. November 18, 2019**

**Award Purpose:**

The Board of Trustees Awards for Excellence are conferred annually to college and university teaching faculty and university administrative service faculty to acknowledge and provide system-wide recognition for consistently superior professional achievement and to encourage the ongoing pursuit of excellence.

**Eligibility Criteria:**

At the time of their designation, nominees must have been employed for a minimum of five (5) consecutive years at a Minnesota State university. Of these five years, the two most recent years must be in the administrative service faculty member's current position. The remaining three years must be either a) in any position (excluding student employment) within the university in which the individual is currently employed, or b) in any administrative service faculty position at any Minnesota State university.

**Nomination Process:**

Members of the campus community are encouraged to nominate ASF colleagues who you believe should be considered for this nomination. Please complete and provide information below on why you believe this person should be nominated for this award.

Nominee's Name (Please Print): \_\_\_\_\_

Nominee's Position & Department: \_\_\_\_\_

For each of the areas below, please comment with examples of why you believe this person demonstrates professional excellence through contributions to students, the university or community.

***Remember the nomination committee may not be familiar with this employee, it is important to provide clear detail and examples of accomplishments. Nomination is not to exceed five double spaced pages.***

1. Exceptional work performance.
2. Advancement of the university mission.
3. Advancement of equity and inclusion.
4. Expertise, creative achievement and professional development.
5. Contribution to student growth and development.

Nominator's Name (Please Print): \_\_\_\_\_

Nominator's Signature: \_\_\_\_\_

Nominator's Email & Phone Number: \_\_\_\_\_