

Minnesota State Board of Trustees'
Professional Excellence Award for Administrative Service Faculty
St. Cloud State University
December 2018

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 25, 2019. The awardee will receive \$5,000.

SCSU Process:

December 3, 2018	Call for nominations is shared with the campus community. See nomination form.
December 14, 2018	Nominations due to HR by 4:30 p.m.
December 17, 2018	University nomination committee reviews nominations, selects campus nominees and forwards names to the university president. Committee members: <ul style="list-style-type: none">• Administrator: Glenn Davis• Administrator: Heather Weems• MSUAASF Member: Angela Olson• MSUAASF Member:
December 18, 2018	President Wacker designates campus award nominee.
December 19 -	
January 25, 2019	Nominee creates portfolio. Nomination committee creates and provides President's Recommendation Packet.
February 1, 2019	University nomination committee forwards President's recommendation packet to president for submission.
April 25, 2019	Awards for accomplishments through academic year 2018-2019 will be bestowed by the Board of Trustees

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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. December 15, 2017

Award Purpose:

The Board of Trustees Professional Excellence Award for Administrative Service Faculty is intended to recognize outstanding service to our universities and to the MnSCU system. 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, facilitation of student groups and student leadership, and other involvement in university and community activities

Eligibility Criteria:

At the time of their designation, nominees must have been employed for a minimum of five consecutive years with a Minnesota State University. Of these five years, the two most recent years must be in the ASF 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 ASF 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. Expertise, creative achievement and professional development.
4. Contribution to student growth and development.
5. Any other information.

Nominator's Name (Please Print): _____

Nominator's Signature: _____

Nominator's Email & Phone Number: _____