

VALDOSTA STATE UNIVERSITY

AWARDS FOR EXCELLENCE IN SERVICE: CLASSIFIED STAFF

I. Eligibility:

- The employee must have been a full-time classified staff member for at least three years.
- An individual may not receive this award more than once in five consecutive years.
- Direct reports to the President are not eligible for nomination.

II. Criteria:

The nomination criteria shall include, but is not limited to, the following:

- Demonstrates high standards of service to Valdosta State University.
- Demonstrates exemplary performances in various aspects of his/her employment (skills, cooperation, job knowledge, attendance, self-improvement).
- Demonstrates the following qualities and characteristics: initiative, reliability, and a professional attitude.
- Demonstrates leadership through voluntary participation in staff functions and/or service on committees.

III. Nomination:

Nominations can be made by any full-time classified staff or faculty member. Self-nominations will not be accepted. Nomination forms are available in the Office of the President, via the President's website (<http://www.valdosta.edu/pres/>).

IV. Documentation:

Documentation shall consist of the following (to be submitted in one package):

- a. A completed nomination form.
- b. Up to five letters of support; a minimum of one must be from a colleague, if possible, in the nominee's work area.

Additional letters may be submitted by:

- i. Supervisor
- ii. Fellow employees outside the nominee's work area
- iii. Faculty members
- iv. Administrators

Letters of support/recommendation from employee spouses or relatives will not be accepted.

V. Selection Committee:

The Selection Committee will consist of one representative from each division.

VI. Selection Schedule:

Deadline: **July 1, 2011**

All nominations should be submitted to the Office of the President, c/o Thressea H. Boyd – Assistant to the President for Communications. The University Excellence in Service for Classified Staff Award Committee will review the nominees submitted and will recommend one nominee to the President.

VALDOSTA STATE UNIVERSITY
AWARD FOR EXCELLENCE IN SERVICE:
CLASSIFIED STAFF
NOMINATION FORM

Name of Nominee:

Title:

Department/Unit:

Has the nominee completed a minimum of three years of full-time employment at VSU?

Reasons for nomination (briefly state why the nominee is deserving of this award):

Nominator's Name:

Nominator's Title:

Nominator's Signature:

Date:

To be submitted to the Office of the President by **July 1, 2011**