

NGCSU Staff Council announces

the opening of nominations for the

2008 Outstanding Staff Member Award



This annual award is given to the staff member who best demonstrates the qualities of leadership, exceptional service, and commitment to the university. The Staff Awards Committee seeks nominations from staff and faculty in selecting the recipient for this award for 2008 which will be presented in August at Fall Convocation. In addition to a personal plaque, the award recipient will receive a \$1000 award to be used during the year for professional or career development. A plaque showing each year's recipient is on display in the Student Center.

Please print and complete the attached nomination form.

**All nominations must be submitted to the Chair no later than
Monday, March 31th**

Mail form to Suzanne McCarter, Awards Committee Chair, Young Hall 101.
Questions? Email staffawards@ngcsu.edu or call 706-864-1904.

February 2008

To: All Staff and Faculty

From: Suzanne McCarter
Staff Council Staff Awards Committee Chair

With great pleasure, we announce that nominations for the **NGCSU Staff Council Outstanding Staff Member of the Year Award** are open. This annual award is given to the staff member who best demonstrates the qualities of leadership, exceptional service, and commitment to the university. The Staff Awards Committee seeks nominations from staff and faculty to select the recipient of this award for 2008 which will be presented at Fall Convocation. In addition to a personal plaque, the Outstanding Staff Member will receive a cash award to be used during the year for professional or career development. A plaque showing the name of each year's recipient is on display in the Student Center.

Nominations must be submitted to the Chair no later than **Monday, March 31st**.

All staff and faculty are invited to submit nominations based following criteria:

- The nominee's total service to North Georgia College & State University.
- The nominee must be full-time, actively employed, and
- Have completed two full years of service with North Georgia College & State University with eligibility beginning in his or her third year of employment.
- The nominee must be a member of the staff or non-teaching faculty.
- Former recipients of the award shall become eligible for nomination in the fourth year following his or her selection.
- Staff Council members will become eligible for this award after their term of service.

Election Process:

1. The Staff Awards Committee evaluates nominations based on peer comments. Nominations should site specific instances or examples of the candidate's leadership, service, and commitment to NGCSU. For example, do not state "he or she is helpful," rather, list specific ways that the nominee is helpful. The top five (5) nominations will be chosen as finalists.
2. The immediate supervisor, department head, or director of each finalist will receive an evaluation form to contribute additional comments.
3. Staff, faculty, and students will be notified by e-mail of the five finalists chosen. The Committee will solicit additional written feedback from the NGCSU community regarding each finalist.
4. The award recipient will be chosen by the committee and announced at the annual Fall Convocation.

Questions may be directed to the committee Chair at 706-864-1904 or staffawards@ngcsu.edu.

2008 Outstanding Staff Member Award Nomination Form

Please consider the following requirements when filling out the nomination form.

- Prepare the nomination assuming that the selection committee does not know the nominee.
- Include all areas below in the nomination and use the box provided for your response.
- Use only this form for your nomination, attachments permitted.
- Seek assistance from the nominee and/or nominee's supervisor/department head/director, if needed.

Nominee's name: _____ Department: _____

Person submitting nomination: _____

In what capacity do you know the nominee: _____

Consider the following criteria when selecting nominee: The nominee should:

- demonstrate leadership and/or initiative
- display exceptional service/commitment to NGCSU
- promote unity/be a team player

How does the nominee display exceptional service to students, staff, faculty, and guests of NGCSU? Please be specific.

How does the nominee demonstrate leadership and/or initiative at NGCSU? Please be specific.

How does the nominee promote unity or is a team player within the NGCSU Community? Please be specific.

List any other qualities/attributes you feel the committee should consider in relation to this nominee.

Please submit the completed nomination to Suzanne McCarter, Young Hall 101, or by email to **staffawards@ngcsu.edu** no later than 5 pm on **Monday, March 31th**.