

COLLEGE OF SCIENCE

Gladys Valley Award for Exemplary Administrative Support

PURPOSE: To recognize outstanding job performance and dedication by a College staff person to the individual's Department and to the College.

NATURE: The recipient will receive a certificate of merit, a plaque, and a \$500 cash award at College of Science Awards Day in September.

ELIGIBILITY:

- The nominees must be members of the administrative support staff (non-academic) within the College of Science
- At the time of nomination, the nominee must have a minimum of three years of continuous service in the College of Science at half-time or more.

SELECTION CRITERIA:

- Job performance which exceeds normal expectations
- Demonstrated integrity and professionalism
- Exhibited creativity & innovation in a variety of ways
- Commitment to outstanding customer service
- Demonstrated initiative and flexibility
- Evidence of favorable peer respect
- Evidence of continued professional growth
- University service outside of job description

NOMINATION PROCEDURE:

Submit:

1. a letter of nomination which addresses the criteria listed above and provides the fullest possible information concerning the nominee;
2. three letters of support from colleagues, students, and/or others who can comment on the individual's qualifications;
3. A copy of the nominee's updated position description.

Completed nomination packets should be sent to the College of Science Management Center. Incomplete packets will not be considered.

A nomination packet may be resubmitted a second time with previous year letters of support. A new letter of nomination and position description must be submitted.

SELECTION PROCESS: The nomination materials will be distributed to an ad hoc committee appointed by the Dean consisting of two staff members, two faculty members (one of whom will be a chair or program director) and one Dean's office representative. The committee will review the nominations on the basis of the information submitted and then forward recommendations to the Dean. The Dean, in consultation with the committee, will determine the recipient of the award.

DEADLINE: Complete nomination packets must be received in the College of Science Management Center office (202 Wilkinson Hall) by June 30, 2006.