

Award Criteria

1. **Eligibility** - Any person who is a full-time member of the administrative staff, i.e. non-faculty contract employee, may be nominated. Nominee must have been an employee for at least one contract year and may not have received the award the previous year. Any nominations from previous years must be resubmitted. The prominence of the University position held by the nominee should not be considered in the nomination process.
2. **Nominees** - Must have exhibited attentiveness to the growth and development of the University, exceptional performance and a genuine sensitivity to others by showing an open, caring attitude. In addition, the nominee must demonstrate at least one of the following attributes:
 - a. **Innovation and Initiative** - Demonstration of resourcefulness in the work place, including the formulation and implementation of creative new ideas. These ideas should have improved the work environment, saved time/or money and, in general, contributed to the better overall efficiency and effectiveness of the University.
 - b. **Performance** - "Above and beyond" that required by the position, e.g., accepting special projects, taking additional responsibilities such as committee work, giving non-compensable time to effectively complete an assignment, serving in special organizations, or bringing recognition to the University through the receipt of grants or through publications.
 - c. **Relationship with University Community** - The nominee must effectively interact with faculty, staff, or students providing services that promote growth and harmony in their respective departments, areas, etc., as well as the campus.

General Information

Recipients of the award receive an inscribed plaque, a cash award, as well as a reserved parking space for one year. A plaque featuring the award and winners is displayed in the University Library. A committee of administrative staff will make the selection based on the information supplied through the nomination process.

The nominees and the winner of the 2009 Michael R. Ferrari Award will be announced at the annual ASC reception held during the spring semester. All nominees will be acknowledged and honored in conjunction with the event.

The 2009 Michael R. Ferrari Award Nomination Form

Individual Nominated:

Name: _____

Title: _____

Campus Address: _____

Immediate Supervisor: _____

Nominator:

Name: _____

Title: _____

Campus Address: _____

Phone: _____

Email: _____

_____ Administrative

_____ Faculty

Nomination Procedures

Please complete this panel and return, along with **a letter of support and at least three** (but no more than five) **additional letters of recommendation**. The letter of support should describe how long and in what capacity you have known the nominee and, in accordance with the criteria, describe the nominee's qualifications for this award. Resumes are not necessary.

No accompanying or extraneous materials will be accepted.

The selection of the award recipient will be made on the basis of the information submitted. The nomination form and all supporting materials must be received no later than **5:00 PM, Friday, December 4, 2009**. Late submissions will not be considered.

Submit materials to: Janice Twork
Multicultural & Academic Initiatives
425 Conklin