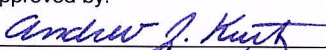


BGSU Firelands Governance Document Policy	Recognition and Awards	Distinguished Administrative Staff Award
Approved by: 	Date Revised 10/23/2015	FC 7111

POLICY

The BGSU Firelands Distinguished Administrative Staff (AS) Award shall be bestowed annually to one BGSU Firelands AS member who demonstrates commitment to and exemplifies distinction in administrative service.

Persons may be nominated by any member of the BGSU Firelands community or by college alumni. Nominators are encouraged to be as detailed as possible in describing why their nominee displays excellence in administrative service. A committee chaired by an administrative staff member, but comprised of individuals representing administration, faculty, administrative and classified staff will make the selection based on the information supplied through the nomination process.

Administrative staff recipients of this award shall receive an inscribed plaque denoting the honor, a reserved parking space for one calendar year, recognition in the University and the community as a Distinguished Administrative Staff member at BGSU Firelands, as well as a monetary award of \$1,000.

This award shall be presented at the annual BGSU Firelands Recognition Program.

ELIGIBILITY

Any person who is a permanent part-time or full-time member of BGSU Firelands. Candidates must not have received the award within the past three years. Members of the selection committee are ineligible for the award.

Administrative Staff may be nominated respectively as follows:

Full-time administrative staff nominees:

Candidate must have full-time employment at BGSU Firelands for at least two years prior to the year of the nomination (must be in third year or beyond).

Part-time administrative staff nominees:

Candidate must have part-time employment at BGSU Firelands for at least three years prior to the year of nomination (must be in fourth year or beyond).

Retiree administrative staff nominees:

Candidate must have been employed at BGSU Firelands for a minimum of four years and separated from said employment for not more than one year prior to nomination.

Nominations from previous years must be resubmitted. The prominence of the University position held by the nominee should not be considered in the nomination. The nomination deadline will be set by the Student and Campus Activities Recognition Awards Committee.

Criteria

The Distinguished Administrative Staff Award recognizes administrative staff members who have demonstrated at least one of the following criteria:

- **Performance:** "above and beyond" that required by the position; e.g. accepting special projects on campus or in surrounding communities, additional responsibilities such as committee service, giving non-compensable time to effectively complete an assignment, service in professional organizations, or positive recognition brought to the University through service.
- **Relationship with University Community:** The nominee must effectively interact with faculty, staff, and/or students in providing services that promote growth and harmony in their respective departmental *areas*, as well as the campus. The core values of BGSU should be demonstrated with exemplary commitment by the nominee.
- **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.

Nomination Procedures

In order for a nomination to be considered, please complete the official nomination form as well as a one-page, double spaced narrative describing the nominee. The narrative should include accomplishments, contributions to the college and community, and what the nominee has done that distinguishes her/him in the selected criteria. Curriculum Vitae/Resumes are required.

The nomination form and all supporting materials must be submitted to Student and Campus Activities in conjunction with the timeline established for recognition awards at the college's annual recognition program.