

Samford University President's Award

(Form follows these guidelines)

The President's Award recognizes staff who have made distinctive contributions to Samford University within the past year.

Staff members will be selected for their outstanding job performance within the most recent academic year. One President's Award and up to four Meritorious Service Awards (MSAs) will be selected. The MSAs may be given to deserving staff nominated, but not selected, for the President's Award.

Eligibility

Nominees must meet all of the following eligibility criteria:

1. Regular, full-time staff.
2. Employed in current position for at least one full year
3. Free from any Disciplinary Actions for the past five years
4. Previous Presidential Award winners are not eligible for nomination. A nomination packet is *not* acceptable without an authorized signature.

Nomination Criteria

A nominee's contribution should reflect at least two of the following:

1. Overall performance has regularly and consistently exceeded expectations, and has reflected a high level of service, trustworthiness, and respect.
2. Completion of an especially formidable task for the University.
3. Work which has resulted in a significant boost in quality, productivity and/or cost savings.
4. Efforts which have resulted in measurable improvements in a process that affects students, faculty or staff.

Nomination Process

Complete the nomination form and submit it along with letters of support from colleagues and/or other supporting documentation to:

Samford University President's Award

Office of the President

Selection

Selection of the recipient (if awarded) is made by a committee comprised of:

President of the Staff Advisory Council (Chair)

Director of Human Resources

Minister to the University

Assistant to the President

Prior Year's Recipient of the award

This committee will select the recipient of the award (if any) and the recipients of MSAs (if any). The decisions of this committee will then be forwarded to the President for final approval.

If any members of the committee are nominated, the President will appoint a replacement to the committee for that year's selection process.

Presentation

President Westmoreland will present the President's Award recipient with a commemorative certificate and a check for \$1,000 at the fall convocation. During the ceremony, he will also present a check for \$250 to any MSA recipients.

The recipient of the President's Award will serve on the selection committee for the following year's President's Award.

SAMFORD UNIVERSITY

PRESIDENT'S AWARD NOMINATION FORM

Deadline to Submit: 8/1/08

NOMINEE: _____
Dr./Ms./Mr. First MI Last

Samford ID: _____ **Title:** _____ **Department:** _____

Complete Physical Address: _____

Phone: _____ **Email:** _____ **Years of Service in Current Position:** _____

Nominee's Direct Supervisor: _____
Dr./Ms./Mr. First MI Last

NOMINATOR: _____
Dr./Ms./Mr. First MI Last

Title: _____ **Department:** _____

Complete Physical Address: _____

Phone: _____ **Email:** _____

Please check the nomination criteria which apply (must check at least two):

Overall performance has regularly and consistently exceeded expectations, and has reflected a high level of service, trustworthiness, and respect

Completion of an especially formidable task for the University

Work which has resulted in a significant boost in quality, productivity and/or cost savings

Efforts which have resulted in measurable improvements in a process that affects students, faculty or staff

Please attach a typed statement explaining how the Nominee has demonstrated the criteria checked above and why they should be considered for the President's Award.

HELPFUL TIPS:

- 1) Cite specific examples of Nominee's work and achievements which have made him/her eligible for nomination.
- 2) Describe how the University has benefited from Nominee's work.
- 3) Include letters of support from additional co-workers, supervisor/manager, and/or department head.

Nomination Authorization (Must be department head level or higher)

Name: _____
First MI Last

Signature: _____

Title: _____ Department: _____

Phone: _____ Email: _____

Nomination is incomplete without an authorized signature.

Completed nominations must be received by: 8/1/08