**Excellence in University Services Award**

 Campus Process

**PURPOSE:**

The Board of Trustees Professional Excellence in Service Award is intended to recognize outstanding service to our universities and to the Minnesota State system. The award proclaims, on behalf of the entire system, the Board of Trustees’ pride in the dedication and accomplishment of service faculty in contributing to students’ growth and development. The award recognizes the key role that service faculty fulfill at our system’s universities in advising and counseling students; in the recruitment, retention, and placement of students; in residential life programming; in facilitation of student groups and student leadership; and other involvement in university and community activities. The award reflects the commitment of the system to serving the citizens of Minnesota by providing the best possible college and university instruction and supports.

**ELIGIBILITY CRITERIA:**

At the time of their designation, nominees must have been employed for a minimum of five consecutive years at a Minnesota state university. Of these five years, the two most recent years must be in the ASF member’s current position. The remaining three years must be either: a) in any position (excluding student employment) within the university in which the individual is currently employed, or b) in any ASF position at any Minnesota State university.

**NOMINATION PROCESS:**

Members of the campus community are encouraged to nominate ASF colleagues who you believe should be considered for this nomination. Submit nominations using the Winona State University Nomination form. Provide information and examples for each of the areas listed to show of why you believe this person demonstrates professional excellence through contributions to students, the university or community.

**WINONA STATE UNIVERSITY TIMELINE:**

November 1 Call for nominations is shared with the campus community.

November 21 Nominations due to Human Resources.

By December 15 Selection committee consisting of Human Resources, two (2) Administrators and two (2) MSUAASF members submits nominee recommendation to President Olson.

By January 2 President Olson designates nominee. President/Committee notifies selected nominee and other nominees.

By January 26 Nominee creates portfolio.

Nomination committee creates and provides President’s Recommendation Packet.

By February 1 President Olson submits the Recommendation Packet and nominee portfolio to the Minnesota State System Board of Trustees.

April 18 Board of Trustees Awards Luncheon. Nominees and the awardee will be honored. The awardee will receive a certificate, a gold service pin and $5,000.

**Professional Excellence Award for Administrative Service Facult**y

Nomination Form

Members of the campus community are encouraged to nominate ASF colleagues who you believe should be considered for this nomination. To nominate a colleague provide information and examples for each of the areas below to show of why you believe this person demonstrates professional excellence through contributions to students, the university or community. *Attach additional sheets if necessary.* Nominations are due to Human Resources by November 21, 2017

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| **Nominee Information** | **Nominator Information** |
| Name: |  | Name: |  |
| Position: |  | Signature: |  |
| Department: |  | Phone:  |  |

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| Exceptional work performance. |
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| Advancement of the university mission. |
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| Expertise, creative achievement and professional development. |
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| Contribution to student growth and development. |
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| Any other information. |
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