

Hixson-Lied College Staff Awards

Three awards are now offered each year. Each award will receive a stipend of \$2,000.

- 1) **Hixson-Lied College Outstanding Staff Award** to be awarded to a staff member whose overall performance has regularly and consistently exceeded expectations and has reflected a high level of service throughout their years of service.
- 2) **Hixson-Lied Staff Award for Exemplary Service** to be awarded to a staff member who has demonstrated exemplary service to the College or Academic Unit over the preceding 12-month calendar year.
- 3) **Hixson-Lied M.V.P. Award** to be awarded to a staff member who has provided support to the College or Academic Unit behind-the-scenes.

Details about each award and the nomination process are on the subsequent pages of this document.

Additional information:

All nominations must be submitted to the Associate Dean by Feb. 15, 2019.

A nomination review committee will review all nominations and typically select one award winner in each category annually. If no nominations are received in a particular category OR if the nominations received in a category are deemed ineligible or inadequate for an award, the nomination review committee may present a second or third award in one of the other two categories at their discretion.

A staff member may only be considered for one award in any given year and is not eligible to be nominated if they won a Hixson-Lied staff award in any category in the previous year. (If a staff member is nominated by more than one person in more than one category in a given year, the nomination review committee will determine which category is most appropriate for the nominee.)

Hixson-Lied College Outstanding Staff Award

Description

One annual award for a staff member whose overall performance has regularly and consistently exceeded expectations and has reflected a high level of service throughout their years of service.

Eligibility

All current staff members holding permanent appointments in the College academic units, the Dean's Office and MRRMAC who have not received any Hixson-Lied staff award in the previous year are eligible.

Stipend

\$2,000

Nomination Process

Nominations can come from College staff, faculty or administration members.

Nominations must contain the following items:

- 1) Nomination Letter. The nomination letter should include a brief description of the nominee's overall job duties, as well as the specific reasons the person is being nominated for this award.
- 2) 1-2 Letters of Recommendation that also address the reasons the person is being nominated for this award.
- 3) Other support materials (optional, as appropriate; maximum 5 pgs.)

Nominations should be sent directly to the Associate Dean by Feb. 15, 2019.

No limit to nominations per unit. A staff member may only be considered for one award in any given year and is not eligible to be nominated if they won a Hixson-Lied staff award in any category in the previous year. If a staff member is nominated in more than one category by different people in any given year, the nomination review committee will determine in which category to consider the nominee.

Hixson-Lied Staff Award for Exemplary Service

Description

One annual award given to a staff member who has demonstrated exemplary service to the College or Academic Unit over the preceding 12-month calendar year. Ideally, the nominator will highlight a particular project or achievement during that timeframe.

Eligibility

All current staff members holding permanent appointments in the College academic units, the Dean's Office and MRRMAC who have not received any Hixson-Lied staff award in the previous year are eligible.

Stipend

\$2,000

Nomination Process

Nominations can come from College staff, faculty or administration members.

Nominations must contain the following items:

- 1) Nomination Letter. The nomination letter should include a brief description of the nominee's overall job duties, as well as the specific reasons the person is being nominated for this award.
- 2) 1-2 Letters of Recommendation that also address the reasons the person is being nominated for this award.
- 3) Other support materials (optional, as appropriate; maximum 5 pgs.)

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No limit to nominations per unit. A staff member may only be considered for one award in any given year and is not eligible to be nominated if they won a Hixson-Lied staff award in any category in the previous year. If a staff member is nominated in more than one category by different people in any given year, the nomination review committee will determine in which category to consider the nominee.

Hixson-Lied Staff M.V.P. Award

Description

One annual award given to a staff member who has provided support to the College or Academic Unit behind-the-scenes. This award is intended to recognize a staff member who consistently goes above and beyond his/her required duties in a more supportive or less visible public role.

Eligibility

All current staff members holding permanent appointments in the College academic units, the Dean's Office and MRRMAC who have not received any Hixson-Lied staff award in the previous year are eligible.

Stipend

\$2,000

Nomination Process

Nominations can come from College staff, faculty or administration members.

Nominations must contain the following items:

- 1) Nomination Letter. The nomination letter should include a brief description of the nominee's overall job duties, as well as the specific reasons the person is being nominated for this award.
- 2) 1-2 Letters of Recommendation that also address the reasons the person is being nominated for this award.
- 3) Other support materials (optional, as appropriate; maximum 5 pgs.)

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