

## PROFESSIONAL AND ADMINISTRATIVE STAFF AWARD

The Herbert H. and Grace A. Dow College of Health Professions Professional and Administrative Staff Award is designed to recognize an outstanding individual who has worked diligently with their colleagues, faculty, administrative personnel, and CMU students. Award recipients will be presented with a gift card to the CMU bookstore and acknowledged with a plaque. Recognition of this award will be presented at the Fall 2024 college wide meeting.

### Eligibility

Eligible applicants include secretaries, administrative assistants, clinical instructors, and student services employees who have worked within The Herbert H. and Grace A. Dow College of Health Professions for at least **three years**. To be considered for the award, nominees must demonstrate Central Michigan University's service excellence values. Applicants who receive this award are eligible every three years. Tenured, tenure-track, and full time fixed-term faculty as well as CMU leadership such as deans are not eligible for this award.

### Instructions

To be considered for the award, eligible applicants must be nominated. To make a nomination, complete the form found on second page of this application. Nominations may be made by any CMU faculty, staff, or current CMU student; self-nominations will not be accepted. Nominators must be able to fully describe the nominee's contributions to CMU relative to the service excellence values. Once nominated, the nominee will receive an email from the CHP Research Committee within one week after the submission deadline (see below for date) notifying them of their nomination. As part of this email, the nominee will be asked if they accept or decline the nomination. If the nominee accepts nomination, they are required to submit a personal statement discussing their contributions to CMU's Service Excellence Values over the past three years. It is expected that the applicants provide detailed evidence(s) on the four areas of service (1) care about others, (2) are knowledgeable in their roles and responsibilities, (3) are available when needed, and (4) follow through on the statements and commitments. Each nominator can only nominate one staff member per academic year. The nominee will also be required to provide at least one, but no more than three letter/s of support justifying why they are deserving of the award. There are no limitations on who may write letter/s of support. Thus, letters may come from other staff, faculty, administrators, current or former students, or other colleagues outside of the CMU community. An ad hoc review panel consisting of members from the CHP Research Committee will evaluate all applications. Once an awardee is determined, their name will be forwarded to the CHP Research Committee Chair and CHP Dean for a final decision.

### Submissions

All materials must be submitted to Dr. Paul O'Connor [oconn2p@cmich.edu](mailto:oconn2p@cmich.edu). Nominations must consist of one PDF file containing the application and nominee accomplishments. Deadline to nominate a faculty member is **5:00 PM on February 16<sup>th</sup>, 2024**. In the subject line of the email, please provide: last name of the nominee and "CHP Staff Excellence Award" (e.g., O'Connor CHP Staff Excellence Award).

For those who accept nomination, their narrative statement and letter/s of support are due by **5:00 PM on March 15<sup>th</sup>, 2024**. It is encouraged that letter/s of support be submitted directly to Dr. O'Connor and not be included with the nominee's narrative statement submission. Nominations and Narrative statements received after the deadlines will not be reviewed.



# APPLICATION

## NOMINEE

Name  Dept.   
 Address   
 Phone  E-Mail

## POLICY AND DISCLOSURE OF NOMINATOR INFORMATION

**In compliance with CMU's Policies and Procedures, I certify the following:**

I certify and attest that nominee has been employed in CHP for at least 3 years. Yes  No

Nominators' Name   
 College   
 Department

### Authorizing Signatures

Nominator's  Date   
 Chair's  Date

## NOMINEE ACCOMPLISHMENTS

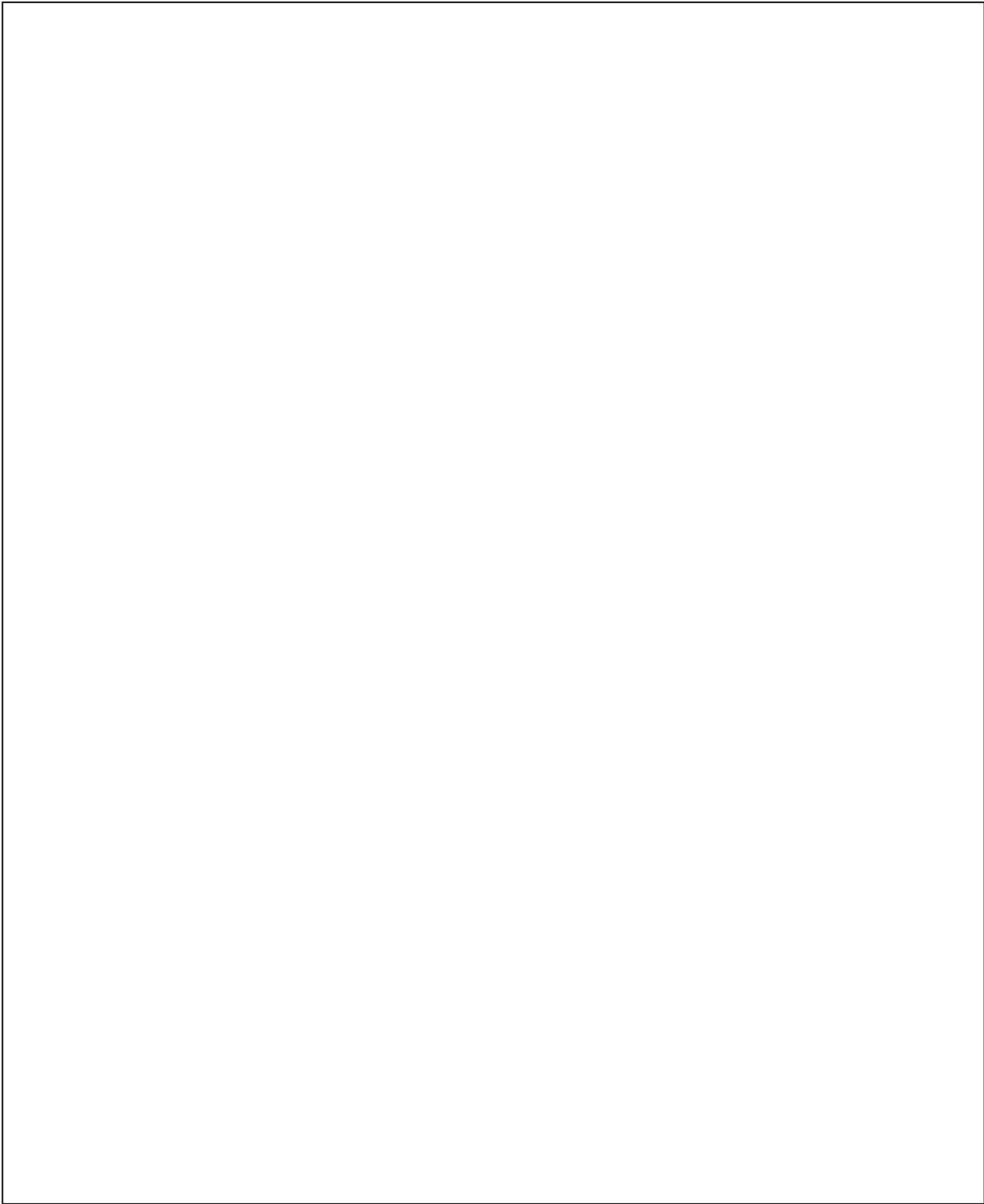
Please describe examples of the nominee's accomplishments as they related to the CMU Service Excellence Values over the past three years in three double-spaced pages or less (not including application page) in Times New Roman 12-point font. Please be as specific as possible. For more information regarding the CMU's Service Excellence Values, additional information can be located using the following link:

<https://www.cmich.edu/about/human-resources/professional-development-programs/service-excellence/service-excellence-initiative>

- Service Values:
1. Care
  2. Knowledge
  3. Availability
  4. Follow-through

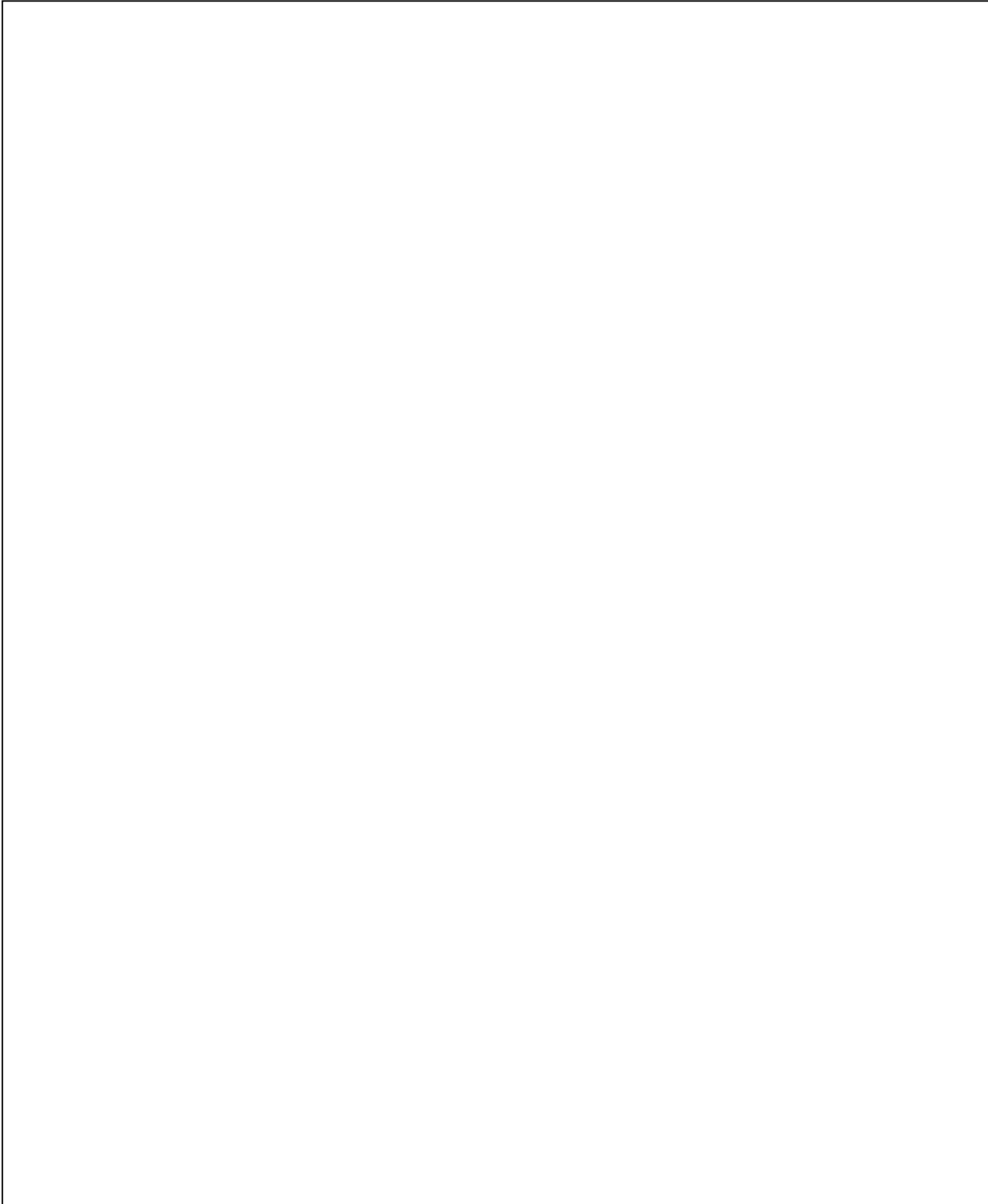


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