

Austin Peay State University

Faculty Senate Staff Service Award

DRAFT

The Faculty Senate has delegated a committee to prepare criteria for selection of a staff member for an award that acknowledges quality of service. The drafted criteria for selection are as follows:

The staff member demonstrates excellence by contributing to the smooth operation of his or her unit, as well as the university in general, by performing the duties of his or her position in the following manner:

- two years minimum service to the academic unit
- places the good of the academic unit ahead of the individual,
- assists energetically in achieving the goals and objectives of the academic unit,
- demonstrates initiative in anticipating deadlines,
- is proactive in support of academic unit activities,
- exceeds expected performance in their respective position,
- is courteous in demeanor, and
- consistently strives to enhance the public image of the university.

Application will be made by a nominating essay of one-page length that is authored and signed by the nominating faculty member, then endorsed by signature of the unit superior and one other faculty member.

The faculty senate committee will select the top ten nominations for both academic and administrative staff, and solicit additional comments from those who endorsed the nominations. The comments will be written and signed. The committee will select the top three and give them to the Senate for a vote.

If during any nomination process the committee feels that no staff member or less than three members deserve distinction, they reserve the right to recommend less than three to the faculty senate for a vote.

Award recipients will receive a plaque and the ability to select any item from the bookstore up to a value of \$200. The item will be his/her own property.