



2008 Student Affairs Distinguished Performance Awards Nomination Packet Information

The Student Affairs Distinguished Performance Awards are designed to recognize members of the Division who carry out their work with distinction and who provide service that assists the Division in carrying out its mission with a focus on the Division's key strategic areas. These areas include: Recruitment and Retention; Student Learning and Involvement; Staff Development; Assessment and Evaluation; Collaboration with Academic Affairs; Services and Operations and Partnerships.

Who is eligible: All A&P, USPS, and OPS (full-time) employees of the Division of Student Affairs at Florida International University. Student workers are not eligible for nomination. Only faculty members and academic administrators are eligible to receive the Academic Partner of the Year Award. Student Affairs Day Planning Committee members are not eligible to be nominated to receive an award.

Who may nominate: Division of Student Affairs employees (A&P, USPS, and Full-Time OPS). Self-nominations are not accepted. Distinguished Performance Awards committee members may not nominate others for performance awards.

Nomination Information: There are twelve categories in which you can nominate individuals and/or groups. If you are nominating the same individual and/or group for more than one category, please complete a separate nomination form for each. Recipients will be considered for submission by Division to University-wide awards process.

Deadline: All nomination packets must be received by 12:00 noon on Friday, September 12, 2008.

Awards Ceremony: Student Affairs Day – Friday, October 24 at 1:30pm in the Wolfe University Center Ballroom on the Biscayne Bay Campus.

New Employee Award: Recognizes an individual who began working at FIU on or after June 1, 2007. Since then, this individual has had a significant impact at the University and in the Division.

Bright Idea Award: Recognizes an individual or group who has, in the past year, created an innovative program or service consistent with the mission and values of Student Affairs. The new program or service should be one that improves efficiency, customer service, and/or significantly enhances accomplishment of the Division goals.

Service Award: Recognizes an individual whose service and contributions, through division and/or university projects and committees, and/or the local community, help to advance the goals of Student Affairs and the University.

Customer Service Award: Recognizes an individual who always demonstrates professionalism by serving the needs of the University community. This individual takes the extra step to ensure that all students/clients feel important and welcome, and that expectations are not only met, but exceeded.

Leadership Award: Recognizes an individual, who challenges students and other staff members to achieve excellence and motivates and sets the example of excellence for others to follow. This individual is successful in moving a team toward goals that are consistent with the vision of a department, group, committee, or university organization.

Student Advisor of the Year Award: Recognizes an individual who has demonstrated a sincere commitment to serving students in an advisory capacity, either as a group advisor, mentor, or one who is actively involved in the academic and/or personal development of students. This individual promotes student learning and development, through their guidance and assistance.

Team Player Award: Recognizes an individual or group who works exceptionally well with others, both within the department and throughout the FIU community. This individual or group possesses a willingness to collaborate and tends to be more concerned about getting the job accomplished rather than receiving the credit.

Academic Partner of the Year Award: Recognizes a faculty member or academic administrator who has made significant personal and departmental contributions to enhance the mission of the Division of Student Affairs, through their collaboration, involvement in Division programs or services, and their support of the goals of our Division.

Supervisor of the Year Award: Recognizes an individual who demonstrates excellent supervisory skills. This individual is fair and ethical, and encourages the development of staff. This individual has the ability to listen to all points of view and is able to make fair decisions.

Professional Development Award: Recognizes an individual who provides service and/or contributes to the dissemination of knowledge for our profession, through one or more of the following areas: service to state, regional or national professional associations; publication of best practices or original research; or presentation at professional conferences.

2008 Student Affairs Distinguished Performance Awards Nomination Form

NOMINEE INFORMATION:

Name: _____ Department: _____ Title: _____
Length of Time Employed at FIU: _____ Office Location: _____ Phone #: _____ E-mail: _____

Please check only one category box. If nominating individuals for more than one category, please complete a separate form for each category. Descriptions of each category can be found on the "General Information" page of this nomination packet.

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|---|--|---|---|
| <input type="checkbox"/> New Employee Award | <input type="checkbox"/> Customer Service Award | <input type="checkbox"/> Team Player Award | <input type="checkbox"/> Professional Development Award |
| <input type="checkbox"/> Bright Idea Award | <input type="checkbox"/> Leadership Award | <input type="checkbox"/> Academic Partner of the Year Award | |
| <input type="checkbox"/> Service Award | <input type="checkbox"/> Student Advisor of the Year Award | <input type="checkbox"/> Supervisor of the Year | |

Please indicate the rationale that would deem this individual/group worthy of receiving this award:

Please list at least one specific example of this individual's/group's accomplishments over the past year, as it pertains to the award:

(Please feel free to attach a second page if necessary. Kindly limit total nomination packet to no more than two pages).

NOMINATOR'S INFORMATION:

Name: _____ Department: _____ Title: _____
Office Location: _____ Phone #: _____ E-mail: _____

Please return all forms to: Student Affairs Day Committee c/o Cathy Akens
Deliver to: LIB 319 at BBC or GC 219 at UP
Or email as word attachment to staffdev@fiu.edu
*** No faxes please**

** You will receive an email or call confirming receipt of materials. If you do not receive this, please contact us at 919-5943.*

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