

## IU EAST STAFF COUNCIL SERVICE AWARD

### Definition of Service

The recipient of the IU East Staff Council Service Award is selected on the basis of his/her attitude, commitment, teamwork, contribution, and inspiration to the mission, goals and strategic initiatives of IU East. This award is qualitative, not quantitative. The winner will not be selected upon the number of nominations received, but on the quality of the individual's service to IU East that includes the following:

<i>Attitude</i>	Personal and professional interaction with co-workers, faculty, students, community, and visitors as well as responsibility shown toward the daily routines of the individual's position.
<i>Commitment</i>	Continued commitment to increase the overall University performance, projecting a "can-do" image to everyone both on and off the IU East campus.
<i>Teamwork</i>	Consistently works well with others to reach a common goal, complete a project, etc.
<i>Contribution</i>	Personal and professional acts that aid the University in fulfilling its mission, goals, and initiatives.
<i>Inspiration</i>	Is a good role model, encourages others, and helps inspire thoughts and ideas which may lead to success.

### Nomination Guidelines

- The individual nominated must be an IU East appointed support staff employee (Clerical, Technical, or Service Maintenance) working 20 hours or more per week.
- Any member of the IU East community (i.e., faculty, staff, or student) may make a nomination.
- Nominations will be submitted to the chairperson of the Selection Committee by Friday, March 14th. The winner's name will be submitted to the Chancellor no later than April 1<sup>st</sup>.
- This award will be presented during the Honors Convocation on Thursday, April 17<sup>th</sup> along with the announcement/recognition of all individuals nominated.

### Selection Committee

The selection committee will consist of the previous year's winner of the Staff Service Award and four staff members appointed by the Executive Board and confirmed by vote by the Staff at large. Appointed members will include one representative from the Executive Board. Of the remaining three members, one will serve a 1-year term and two will serve alternating two-year terms. Members of the committee may be excused if they are nominated for the award and the Executive Board will appoint an alternate to serve in their place. A chairperson will be selected by consensus of the committee at their first meeting.

### Selection Process

The selection committee uses a rubric to determine how well the staff member meets the definition of service. This qualitative analysis will determine which staff member closest meets the definition of service described above. The names of the nominees and recipient will remain confidential until announced at the Spring Awards Program.