

COLLEGE OF HEALTH AND HUMAN SCIENCES

<http://www.chhs.siu.edu>

Service to the College Award

DEFINITION

For the purposes of this award, service to the College is defined as a collection of actions, attitudes and behaviors that promotes a vision of pride and community from within the College. Award nominees create “a culture where all employees embrace their responsibilities for the recruitment and retention of students, and act as good-will ambassadors” to the College. Such individuals may:

- Advance the Mission of the College
- Accomplish Job Duties in an Exemplary Manner
- Improve Job and Workplace Efficiency, Productivity, Safety and Environment
- Improve Workplace Morale
- Model Exemplary Personal and Professional Behavior
- Support the Job Performance of Other Employees
- Increase Job Knowledge and Expertise

ELIGIBILITY

Individuals employed in administrative professional (AP) or civil service (CS) full-time positions by the College of Health and Human Sciences are eligible for the award.

NOMINATION

Completed nomination forms (please see attached) accompanied by supporting documents specified on the nomination form are accepted from any individual, including award nominees.

The Dean of the College is responsible for annually soliciting nominations for the award and submitting the nominations of eligible nominees to the selection committee. Nominations are not carried forward from year-to-year, but may be resubmitted.

Completed nomination forms accompanied by documents specified on the nomination form should be mailed or otherwise submitted annually by March 31, to the following address: Selection Committee, Service to the College Award (AP - CS), College of Health and Human Sciences, Southern Illinois University, Mailcode 6604, Carbondale, IL 62901.

SELECTION PROCESS

A Selection Committee appointed by the Dean of the College consisting of a representative (a CS or AP staff member) from each department/school recommended by the corresponding Chair/Director, one staff (CS/AP) member from Dean's Office, one faculty member and one current student of the College with the following terms: (1) CS/AP Staff (two-year term); (2) Faculty (two-year term); (3) Students (one year term). The Committee will rank all candidates according to appropriateness and will provide to the Dean of the College the rankings of top candidates.

The Associate Dean for Administration of the College is an *ex officio* member of the committee and convenes and chairs the committee, but casts a vote only to break a tie committee vote.

The Selection Committee will provide the Dean of the College with a maximum of three (3) candidates for selecting the award winner. The Dean will make a final decision on the award winner in consultation with the Department Chairs and School Directors of CHHS. The name of the award recipient will remain strictly confidential until announced by the Dean of the College.

AWARD

The recipient of the award will receive \$500 in cash and a certificate to be presented by the Dean. The recipient's name will be inscribed on a permanent, prominent wall plaque in the office of the Dean.

NOMINATION FORM

Please see the attached form. Please call 618-536-6682 for more information.

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NOMINATION FORM

Please See the Instructions Before Completing this Form

Name of Nominee:	_____
College Department in which Nominee is Employed:	_____
E-Mail Address of Nominee:	_____
Office Telephone of Nominee:	_____
Name of Individual Submitting Nomination:	_____
E-mail Address of Individual Submitting Nomination:	_____
Telephone Number of Individual Submitting Nomination:	_____
Mailing Address of Individual Submitting Nomination:	_____ _____

The following documents *must be submitted* with the completed nomination form:

A detailed narrative of the nominee's service to the College.

Letters from no more than two co-nominators stating why the nominee should receive the award.

Completed nomination forms accompanied by documents specified on the nomination form should be mailed or otherwise submitted by March 31 to the following address:

*Selection Committee
Service to the College Award (A/P-CS)
College of Health and Human Sciences
Southern Illinois University
Mailcode 6604
Carbondale, IL 62901*

For More Information: 618-536-6682.