

COLLEGE OF HEALTH AND HUMAN SCIENCES

<http://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 (see page 2) 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 e-mailed to Dr. Chris Mullins, Associate Dean for Academic and Student Affairs, at mullinsc@siu.edu by **January 31, 2024**.

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 the 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 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 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.

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NOMINATION FORM

Please See the Instructions Before Completing this Form

Name of Nominee: _____

College Unit 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 this form should be e-mailed to Dr. Chris Mullins, Associate Dean for Academic and Student Affairs, at mullinsc@siu.edu by **January 31, 2024**. For more information, please feel free to email Dr. Mullins or call him at 618-536-6682.