

**Ferris State University
College of Health Professions
Staff Excellence Award**

Application Cover Page

Name of nominee: _____

Department/School: _____

Period of consideration: (Academic Year) _____

Number of Service Years at Ferris _____

Number of Service Years at CHP _____

Check your response and sign below

_____ I give permission to the Ferris State University College of Health Professions to have my work published on the college website and/or any other media outlets in order to share my accomplishments with the rest of the college and inspire others to develop a meaningful pattern of interaction between the staff member and students that contributes to students' academic success.

_____ I **do not** give permission to Ferris State University College of Health Professions to publish my work on the college website and/or any other media outlets in order to share to share my accomplishments with the rest of the college and inspire others to develop a meaningful pattern of interaction between the staff member and students that contributes to students' academic success.

Signature

Date

Staff Excellence Award

The College of Health Professions *Staff Excellence Award* was created to recognize outstanding service/performance activities and accomplishments achieved by staff members in the College of Health Professions. The purpose of this award is to recognize exemplary service/performance by staff members who have excelled in their positions by demonstrating integrity and a strong commitment to the mission and values of the College of Health Professions. Award winners will receive plaque and monetary award at College of Health Professions Award Ceremony in April.

Eligibility

All College of Health Professions staff members (i.e. non faculty members: secretaries, administrative assistants, clinical, lab assistants, clerical support, etc.) are eligible to be nominated.

A recipient may not receive the award in consecutive years.

Nomination by Department Head / School Director / Faculty / Staff

The department head, school director, faculty, or staff member will select staff members who have demonstrated exemplary service/performance activities and accomplishments ***particularly relative to the full academic year preceding the application.***

The department head school director, faculty, or staff member will consult with the nominees to assure that he or she wishes his/her name to be forwarded for full consideration. If a nominee does not wish to be considered for the award, the department head will remove their nomination and may proceed to the next candidate.

Note: In any given year, it is possible that a department might choose not nominate a candidate.

Criteria

Recipients will have made a significant impact on the college through outstanding dedication, competence, exceptional performance, excellent service to students, and ingenuity, as demonstrated by one or more of the following:

- **Exemplary Achievement and Performance:** Consistently exceeds the expectations of the position, performing at a level above and beyond normal job requirements and expectations; has made important and significant contributions in their area; contributes and demonstrates commitment to their department and to the college.
- **Excellence in Customer Service/Personal Interaction:** Consistently demonstrates an ability and willingness to work positively, respectfully, and effectively with others; has significantly improved customer service or has increased student satisfaction in their area; demonstrates ability and willingness to manage changes in work priorities, procedures, and

organization; demonstrates exceptional ability to foster collaboration, communication, and cooperation among colleagues and members of the campus community.

- **Outstanding Education Support/Initiative and Creativity:** Significantly improved a work process or system, or has significantly increased the efficiency of an operation or department/unit; consistently seeks to improve the quality of work assigned; demonstrates efforts to expand work responsibilities; significant improvements in student services or enhances student satisfaction.

Award Selection Process

The Committee will review the applications for evidence of exemplary service/performance activities, and accomplishments *particularly relative to the full academic year preceding the application.*

Timeline

- 1st Friday in February Nomination must be received, sent by department head, school director, or faculty member, by email to the **College of Health Professions Associate Dean.**
- 1st Friday in March: Nominee submits complete set of materials. **Convert application into one (1) consolidated PDF file and email to the College of Health Professions Associate Dean. Include name of award that you are applying for in the subject box.** The Associate Dean will forward applications to award committee chair to distribute to committee members for review.
- 3rd Friday in March: Award Committee completes review; chair recommends the final nominee to the College of Health Professions Dean.
- Award winners will receive plaque and monetary award at College of Health Professions Award Ceremony in April.

Application Rubric

Format: One-inch margins, 11-point font, Arial font, single-spaced (2000 words).

Page limit: Not to exceed six (6) pages (appended material not counted in page total).

Page 1: Completed cover page (provided with application)

Page 2: Letter of support written by Department Head

Pages 3-6: A narrative written by the nominee describing the applicant's professional, personal growth and other accomplishments that warrant a Staff Excellence Award.

Appendices (optional):

Letters of support from colleagues