

The Nancy Bash Award of Excellence

Awarded to a staff member who constantly demonstrates extraordinary service to Spalding University.

- **Excellence in customer service**
- **Excellence in collegiality**
- **Initiative to get the job done**
- **Unsung hero**
- **Helps build an environment of trust, compassion, stability and hope**

Eligibility:

All full time Spalding University staff, other than those serving in an administrative capacity. Must be employed continuously for a minimum of three years. Previous recipients will not be eligible for a period of three years.

Nomination Procedure:

Nomination may be submitted by, students, faculty, administrators, and staff.

Description of Award

The staff service award will consist of a \$500.00 check and framed certificate. The award will be present at the annual Faculty/Staff service award ceremony in August.

Composition of the Staff Awards Committee

The award committee will consist of Nancy Bash, last year's award winner, member of the leadership team, SGA President, Faculty Senate President the 3 most senior staff, and the 3 newest members of staff.

Selection:

Evaluation of nominees are made based on demonstration of the following criteria for extraordinary service:

- **Service that is addition to duties of the position, evident over a period.**
- **Direct service to identifiable University constituencies OR service to the external community, render on the University's behalf.**
- **Beneficial impact evident to the campus community.**

Nomination will be reviewed by the Staff Award Committee, which will make recommendations to the President. If the committee believes that none of the nominees meets the criteria for the award, the committee may recommend that no award be presented. There is not requirement that the award by presented annually.

Supporting Materials:

Material for the committee to evaluate:

- Nomination form detailing how the nominee meets the criteria for the award.

Nominations will be taken throughout the year. A formal call out for nominations will be made in July. The award selection committee will meet in August. The award recipient will be announced during the annual August Community Assembly.

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Nomination Form

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Nomination may be submitted by, students, faculty, administrators, and staff.

Please send all nomination forms to Jennifer Brockhoff, Director of Human Resources at jbrockhoff@spalding.edu.

I am recommending _____

for The Nancy Bash Award of Excellence. This employee works in the
_____ **department.**

Submitted by _____ Date _____
Signature

Your name printed _____

On a separate page, please provide specific examples that demonstrate how your nominee has demonstrated the criteria above. Please do not exceed one typed, doubled spaced page.

