

Murray State University Staff Excellence Awards

Purpose

In order to appropriately recognize the contributions of staff to the mission of Murray State University, Staff Excellence Awards were established by the Murray State University Board of Regents on March 22, 1986. The presentation of these awards provides an opportunity for the administration of the University to call attention to and to express appreciation for the loyalty and service of staff members. Appropriate publicity for this event enhances the purpose of this awards program.

Eligibility

For purposes of consideration, awards will be based on three categorical groups of permanent employees as represented in Staff Congress, i.e. secretarial/clerical, general/facilities management and executive/managerial/professional. Two awards of at least \$500 will be made within each of these groups. To be eligible for consideration, nominees must have successfully completed a two-year period of employment at Murray State University. Past winners must wait 10 years before being eligible to receive the award again.

Standard criteria for selection for this award are not possible to establish given the varied responsibilities of staff on the Murray State University campus. Basically, to be considered worthy of the honor, those selected must be perceived as performing their job capably, but they must also demonstrate in some way a special effort, a unique contribution, or an unusual level of commitment or service.

Nomination Process

Nominations may be made by fellow staff members, students, faculty, or the general public. Anyone who has the opportunity to observe extraordinary service by staff members is urged to submit a nomination.

The steps for the nomination process are as follows:

- Nomination forms will be distributed to each staff and faculty member. **You may download the nomination form from the Staff Congress website:**
<http://www.murraystate.edu/staffcongress>
- Information regarding the awards program will be released through appropriate means at least *one* week prior to the distribution of nomination forms.
- Nomination forms will be accepted during a specified period of at least two weeks from staff, faculty, students, and others who have contact with staff members.
- An individual may nominate more than one person in each of the three staff categories.
- Nominations must be signed and dated.
- Completed nomination forms should be sent through campus mail to: Staff Excellence Award, 2001 University Station, Murray State University, Murray, Ky. 42071.

Selection Process

A Staff Congress liaison shall facilitate the nomination process and adherence to timelines. The Staff Congress Recognition Committee facilitates the process through which nominations are received, reviewed and nominated.

Eligibility for the award with regard to length of service, verification of service category and satisfactory job performance will be confirmed with the Murray State University Human Resources Office.

The selection committee composition should include a representative of past winners within each of the three employment groups, as well as representation from the Board of Regents, faculty, students and staff. The selection process is an individually-selected process.

Each year the committee is new and does not include anyone other than the group mentioned.

Award recommendations will be forwarded to Murray State University's President for endorsement and presentation at the staff recognition ceremony.

Awards

Two awards of at least \$500 each will be made within each of the three employee categories as determined by Human Resources: secretarial/clerical, general/facilities management, and executive/managerial/professional. The awards will also involve media coverage and recognition at the Staff Recognition Banquet. The winners will be notified in August prior to the banquet date.