



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, Executive/Managerial/Professional, as well as an At-Large category. Two awards of \$1,000 each 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 are eligible for the award 10 years after receiving the award.

Standard criteria for selection for this award are not possible to establish given the varied responsibilities of staff on the Murray State University campuses. To be considered worthy of the honor, those selected must be perceived as performing their jobs capably, and 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 are available at the Staff Congress website:**
<http://www.murraystate.edu/staffcongress> .
- Nomination forms will be accepted throughout the year. To be considered for the awards to be presented at the upcoming Staff Recognition ceremony, nominations must be received by the deadline which is posted next to the downloadable nomination form. Nominations received after the deadline will be considered for the awards to be presented for the following year.
- An individual may nominate more than one person in each of the three staff categories.
- Nominations must be signed and dated.
- Printed completed nomination forms should be sent through campus mail to Staff Excellence Award, 412 Sparks Hall Murray State University, Murray, KY 42071.

Selection Process

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. A new selection committee is formed each year.

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

Awards

A total of up to eight awards of \$1,000 each will be made across four categories: the three employee categories and an At-Large category should there be more than two award recipients in any of the three employment categories. The three employee categories as determined by Human Resources are Secretarial/Clerical, General/Facilities Management, and Executive/Managerial/Professional. The awards will also involve media coverage and recognition at the Staff Recognition ceremony. The winners will be notified in August prior to the ceremony date.