

UADA Policy 480.5
Bumpers College Dean's Award of Excellence for
Departmental Professional Staff Support

Purpose

The Bumpers College Excellence in Service Award for Departmental Professional Staff Support is presented to a non-faculty, departmental support employee who consistently demonstrates a high level of commitment and dedication to the Dale Bumpers College of Agricultural, Food and Life Sciences. Nominees create an environment that develops, empowers, engages, challenges and motivates others, resulting in greater productivity, effectiveness, and a sense of belonging. They are problem-solvers that act with initiative within the workplace that reflects the mission of the College and essence of "Ag, Food, Life".

Scope

Any current, non-faculty, full-time employee, with a minimum of 3 years of service and a partially budgeted appointment within one of the administrative units within Bumpers College is eligible for the award and may be nominated by any administrative unit. Self-nominations are supported.

Policy

Nomination Packet Checklist:

- Completed nomination letter and description of nominee contributions (two pages maximum)
- Biographical sketch (one page maximum)
- Nomination packet to be a maximum of three single-spaced pages
- Submit all documents as a single PDF file

Nomination Process:

- Nomination packets exceeding three pages will not be considered.
- The deadline for nomination materials to be submitted will be announced by the Dean.
- Resubmissions with a current nomination form are acceptable for a period of three years (the initial submission plus two subsequent years).
- Any employee who has received the award in the past three years is not eligible.

Nomination Packet and Selection Criteria:

- Award nomination letter and description of the nominee's contributions to their administrative unit and why these contributions demonstrate excellence in the workplace, evidence of personal growth, and self-improvement in their assigned role.
- Biographical sketch entailing the nominee's employment history within the department of Bumpers College.

Previous Versions: PMGS 20-10, 2023