



## **Academic Affairs Distinguished Staff Awards**

The Academic Affairs Distinguished Staff Awards provide an opportunity to recognize the superior service of staff members in the Division of Academic Affairs at Sam Houston State University. Not to be confused with the University's Staff Excellence Awards, these awards are held within the division to provide an additional space to recognize and appreciate our hard-working staff members in Academic Affairs.

Candidates must be full-time staff members and work within the Division of Academic Affairs, however, they may be nominated by anyone within Sam Houston State University for their achievements and dedication to the institution, division, and its initiatives. The awards ceremony will take place in the spring annually.

The inaugural awards selection committee will consist of staff, faculty, and administrators. The awards program is administered by the Office of the Provost, which convenes the award selection committee.

### **Rookie Award**

The Rookie Award is presented to the recently hired staff member (with three years of service in Academic Affairs or less) who has quickly asserted themselves as passionate, effective, and a go-getter in their respective area.

### **Loyalty Award**

The Loyalty Award is presented to the staff member who has a history of superior service and ongoing commitment to faculty, staff, and students. Candidates must have at least 10 years of service at Sam Houston State University, and at least five of those years within the Division of Academic Affairs.

### **Spirit Award**

The Spirit Award is presented to the staff member who is the "cheerleader" of their area or office who consistently exhibits a positive attitude, initiative, and a can-do outlook as they generously serve faculty, students, and their colleagues.

### **Leadership Award**

The Leadership Award is presented to the staff member who leads others, whether in a formal or informal leadership position, and displays leadership qualities, including exceptional communication, problem solving, integrity, and a desire to help others succeed.

### **Distinguished Staff Member of the Year**

This is the most prestigious award presented by the Provost and Senior Vice President for Academic Affairs. This award honors the staff member who has shown the ability to lead and create a positive, supportive, and motivating work environment. This person consistently makes a positive impact through contribution and commitment to the

University's core purpose and values. The awardees must have worked in Academic Affairs for at least five years at the time of nomination.

## **Nomination Process**

### **Eligibility Requirements**

1. Staff employees must have a record of outstanding performance that have resulted in transformative improvements in service, efficiency, value effectiveness, outcome, or satisfaction. Criteria for each award is broad to encompass a wide variety of contributions to the Division of Academic Affairs and Sam Houston State University.
2. Nominees must be staff members who are currently employed within the Sam Houston State University Division of Academic Affairs. Exempt and non-exempt staff members within academic units and colleges are eligible.
3. Candidates' years of service required varies based on award. Service requirements are determined by the fiscal year of the award year in question.
4. Academic Affairs Distinguished Staff Award (DSA) recipients are eligible to be nominated for an award five years after receiving a previous DSA award.
5. Personnel whose primary role is considered faculty are not eligible for nomination.

### **Who Can Nominate**

Any faculty, staff, or student working at Sam Houston State University may nominate eligible staff members in any Academic Affairs support unit or college who meet the award criteria above.

Self-nominations are not allowed. Staff efforts should reach the level that others choose to recognize their efforts.

### **Nomination Process**

All nominations must be electronic, using the online nomination form. **The nomination period closes April 15.** Recipients will be announced at the Academic Affairs Distinguished Staff Awards program in May.

Thank you for your participation and your support of our AA staff members!