

# IPFW PRIDE PLUS AWARD

## Guidelines

The *IPFW Pride Plus Award* is given in conjunction with the Community Advisory Council, the Office of the Vice Chancellor for Financial Affairs, and Development. The purpose, procedures, and eligibility guidelines for nominating and selecting recipients are outlined below.

### I. Purpose and eligibility

The purpose of the award is to honor clerical and service staff members for excellence in service to the university and the community. All fully benefited members of the IPFW clerical and service staff, who have completed one year of service, are eligible for nomination of the award. Previous recipients will not be eligible for nomination in the three years immediately following their award, but will be eligible thereafter. Nominees are judged on the basis of their performance in the three-year period directly preceding their nomination.

### II. Nominating Procedures

- A. Eligible clerical and service staff members may be self-nominated or nominated by another IPFW employee. The nomination must be submitted no later than 5:00 P.M. on Thursday, February 28, 2008 to Louise Misegades, NF 330 or Christina Rockwell, NF 388.
- B. The nomination should consist of the nomination form and not more than two additional pages of support. CSSAC will solicit a statement of support from the nominee's department supervisor, if not included, to complete the nomination package. An electronic copy of the nomination form is available on the CSSAC home page ([www.ipfw.edu/cssac](http://www.ipfw.edu/cssac)).
- C. The Selection Committee will seek additional information from supervisors and coworkers, if necessary.

### III. Selection Process

- A. The Selection Committee is comprised of clerical and service CSSAC representatives and the two previous award recipients. The Selection Committee will screen the nominations and recommend for consideration two clerical and two service members of the Clerical and Service Staff Advisory Committee. In the event of a tie, the CSSAC presiding chair will cast the deciding vote.
- B. In the event a member of CSSAC is a nominee, that person will not be involved in the selection process.
- C. The winners will be informed of their status one week before the Annual CSSAC Recognition Luncheon and will be invited to attend the Luncheon as guests of the committee.

**CSSAC IPFW PRIDE PLUS AWARD – Nomination Form**

**Name of Nominee** \_\_\_\_\_ **Current Date** \_\_\_\_\_

**Job Title** \_\_\_\_\_ **Clerical/Service Level** \_\_\_\_\_

**Department** \_\_\_\_\_

**Nominator** \_\_\_\_\_

The *IPFW Pride Plus Award* seeks nominees who demonstrate excellence in the areas of: **P**rofessionalism in his or her duties; **R**esponsiveness to the needs of students, faculty and staff; **I**nitiative to undertake an assignment and show concern for the interests of IPFW; **D**edication to the University; **E**nthusiasm for the job. Please describe below how your nominee demonstrates these characteristics in each of these areas:

I. Notable Accomplishments

II. Continuing Education and/or Professional Development

III. University Service

IV. Additional Support