MINNESOTA STATE SYSTEM BOARD OF TRUSTEES

2023-2024 AWARD FOR EXCELLENCE IN UNIVERSITY SERVICE



**MSUAASF NOMINATION FORM**

**Due: Monday, September 18, 2023**

The Board of Trustees Award for Excellence in University Service acknowledges exceptional university administrative service faculty (MSUAASF) along with teaching faculty during an annual celebration. Nominate an eligible MSUAASF employee you feel has contributed exceptional professional service for this recognition.

**WHO IS ELIGIBLE TO BE NOMINATED?**  The nominee must have been employed for a minimum of five *consecutive* years at a Minnesota State university. The two most recent years must be the in the administrative service faculty (ASF) member’s current position. The previous three years must be either in:

a) any position (excluding student employment) within Metropolitan State University, or

b) any administrative service faculty (ASF) position at any Minnesota State university.

**WHO MAY NOMINATE?** All Metropolitan State University students, faculty, staff, and administrators are welcome to nominate a MSUAASF employee who has contributed to the university community in exceptional ways. Nominations are due by 4:00 pm **Monday, September 18, 2023**. Please send to Kate Southwick at [Kate.Southwick@metrostate.edu](mailto:kara.branyon@metrostate.edu). The review committee includes Tonia Baxter (MSUAASF), Kara Branyon (MSUAASF), Rick Kurtz (Dean, CCSPA), Kate Southwick (MSUAASF) and Jules Thompson (MMA).

**AWARD CRITERIA:** Nominees will be evaluated by the review committee in the following areas:

1. Leadership and Innovation
2. Knowledge and Expertise
3. Advancement of Equity and Inclusion
4. Professional Development and Growth
5. Commitment to Student Success.

**Definitions**

**Leadership and Innovation**

Outstanding Service Faculty demonstrate excellence in professional activities within and beyond the parameters of the job description. Identify and explain how the nominee fulfills the position’s professional requirements in a creative and innovative fashion while demonstrating flexibility and adaptability to institutional and/or system needs. Consideration should be given to capabilities and accomplishments in the areas of leadership, decision making, or problem-solving. Evidence in this category includes, but is not limited to, professional recognitions, initiation of program ideas, development of proposals, and committee activities.

**Knowledge and Expertise**

Outstanding Service Faculty are professionals whose subject-matter knowledge is evident through their use of well-regarded and current information in their university work. Explain how the work reflects current effective practices in the field. Remember that colleagues reading the portfolio may not be familiar with work in the nominee’s specific area, so be clear about what the nominee does and why it matters.

**Advancement of Equity and Inclusion**

Outstanding Service Faculty actively promote equity and inclusion in the nominee's service to the university and/or students. Highlight this work. Identify how the nominee makes university environments culturally relevant and responsive to the students we serve. Describe how the nominee affirms the identities and lived experiences of our students or faculty to create emotionally safe spaces on campus.

**Professional Development and Growth**

Outstanding Service Faculty consistently pursue opportunities for professional development. Describe the nominee’s ongoing professional development as it relates to professional pursuits. Evidence in this category may include, but is not limited to, trainings – attendee or presenter, conference attendance or presentation, certifications/licenses, research, etc.

**Commitment to Student Success**

Outstanding Service Faculty demonstrate high achievement in this area through evidence of advising excellence and/or unusual success in recruitment, retention, or placement of students; counseling excellence; residential life programming excellence; facilitation of student groups and student leadership, student research projects or internships; comments from alumni; or involvement in department, center, or extra-departmental student activities.

**SECCTION i: Please provide the following information**

1. First and Last Name of Nominee:Click or tap here to enter text.
2. Current Position Title of Nominee:Click or tap here to enter text.
3. Nominee’s Supervisor Name and Title:Click or tap here to enter text.
4. Has the nominee been employed for at least five (5) consecutive years at a Minnesota State university? **\_\_\_\_YES \_\_\_\_NO**
5. How long has the nominee worked in their current position at Metro?  **\_\_\_\_\_ Years \_\_\_\_\_ Months**
6. How long has this person been consecutively employed in any position at Metropolitan State University (including their current position)? **\_\_\_\_Years \_\_\_\_\_ Months**
7. Prior to the nominee’s employment at Metropolitan State university, how long was this person employed at another Minnesota State university in an administration service faculty (ASF) position? **\_\_\_\_\_ Years \_\_\_\_\_ Months**
8. First and Last Name of Nominator**:** Click or tap here to enter text.
9. How do you know the Nominee?Click or tap here to enter text.

**SECTION II: PLEASE Provide a description of how the nominee meets each award criteria. Please include detailed information, when possible** *(limit each response to 250 words):*

1. How does the nominee demonstrate leadership and innovation?  
   Click or tap here to enter text.
2. How does the nominee demonstrate knowledge and expertise in their role?  
   Click or tap here to enter text.
3. How does the nominee demonstrate advancement of equity and inclusion?  
   Click or tap here to enter text.
4. How does the nominee demonstrate ongoing professional development and growth?  
   Click or tap here to enter text.
5. How does the nominee demonstrate their commitment to student success?  
   Click or tap here to enter text.