

University of Georgia Public Service and Outreach Staff Award for Excellence

Purpose

The Public Service and Outreach Staff Award for Excellence recognizes individuals who have demonstrated a strong work ethic, commitment to service, and exceptional job performance. Our objective is to recognize outstanding effort, encourage workplace creativity and innovation, and celebrate the achievements of Public Service and Outreach (PSO) staff. The Public Service and Outreach Staff Award for Excellence will be the most prestigious award offered for staff members, similar to the Walter Barnard Hill Awards for Public Service Faculty.

Eligibility

Benefit eligible staff members employed for a minimum of two continuous years in any public service and outreach unit as well as staff members in University of Georgia schools and colleges who are assigned to an outreach function with a minimum of 51% of their respective duties in outreach. Past award winners are not eligible to be nominated again for a period of five years.

Award

A maximum of three awards may be presented each year. In order to maintain the significance of the Staff Award for Excellence, the PSO selection committee will have sole discretion to determine how many, if any, awards will be presented in a given year. Each award winner will receive \$1,000 cash, an engraved award, and/or a personalized certificate, and recognition in appropriate media outlets.

Process

Each PSO unit may submit nominations -- Cooperative Extension, the Carl Vinson Institute of Government, the Small Business Development Center and the Georgia Center for Continuing Education may submit two nominations and all other units may submit one. All faculty and staff members are invited and encouraged to nominate staff members from PSO units as well as staff based in University of Georgia schools and colleges whose budgeted positions are more than 51% outreach. A standard nomination form will be used. In addition to the standard nomination form, each nomination should include a letter of support from the respective dean/director and a copy of the nominee's job description. Units may have as many pre-nominees as they wish. The dean/director of each unit will appoint a unit/school/college-level review committee to determine which nomination(s) will be forwarded to the Office of the Vice President for Public Service and Outreach (Office of the VPPSO). A standard rating sheet will be used by each unit-level review committee.

Selection Committee

The Vice President for PSO will form a selection committee of PSO faculty members and past award winner(s), chaired by a non-voting member of the Office of the VPPSO. The selection committee will review the nominations, using a standard rating sheet, and recommend up to three award winners to the Office of the VPPSO.

Timeline

A call for nominations will be issued in July of each year. Each unit should set their own internal nomination/review process. Unit nomination(s) will be forwarded to the Office of the VPPSO for review by the selection committee by **October 12, 2007**. The committee will recommend the award winner(s) by December 1st.

Ceremony

The Public Service and Outreach Staff Awards for Excellence will be presented during the Annual Public Service and Outreach Meeting, along with the Walter Barnard Hill Awards.

Public Service and Outreach
STAFF AWARD FOR EXCELLENCE
Nomination Form

Please submit one (1) original and five (5) copies for each nominee.

Name of Nominee _____

Unit/School/College _____

Mailing Address _____

E-mail Address _____ Phone _____

By answering the following questions, please state in your opinion why this person is an outstanding candidate and should be awarded the Public Service and Outreach Staff Award for Excellence. Please be specific; attach additional pages, if necessary (no more than 4 pages, maximum). **All nominations should be typed.**

1. How does this staff member demonstrate commitment to excellence by maintaining sustained exemplary service to Public Service and Outreach? Give one example.

2. In what ways does this individual demonstrate the service concept in dealing with the public, students, faculty, and/or colleagues?

3. How has this individual made a significant contribution within his/her area in the form of process, product, or service?

4. How has this individual impressed supervisors, colleagues, and/or students as a staff member who would be especially difficult to replace?

5. Please offer any other pertinent remarks you feel would help the reviewer understand why this staff member is deserving of this award.

Signature of Nominator

Date

Signature of Dean/Director

Date

NOTE: Please include a letter of support signed by the nominee's dean/director and a copy of the nominee's job description.

**Public Service and Outreach
STAFF AWARD FOR EXCELLENCE
Rating Sheet**

Nominee _____ Reviewer _____

Staff member(s) will be recognized for exceptional job performance each year. The nominees for the Public Service and Outreach Staff Award for Excellence will have demonstrated the following:

1. How does this staff member demonstrate commitment to excellence by maintaining sustained exemplary service to Public Service and Outreach? Give one example.

<i>Excellent</i>				<i>Good</i>			<i>Average</i>
9	8	7	6	5	4	3	2 1

Comments:

2. In what ways does this individual demonstrate the service concept in dealing with the public, students, faculty, and/or colleagues?

<i>Excellent</i>				<i>Good</i>			<i>Average</i>
9	8	7	6	5	4	3	2 1

Comments:

3. How has this individual made a significant contribution within his/her area in the form of process, product, or service?

<i>Excellent</i>				<i>Good</i>			<i>Average</i>
9	8	7	6	5	4	3	2 1

Comments:

4. How has this individual impressed supervisors, colleagues, and/or students as a staff member who would be especially difficult to replace?

<i>Excellent</i>				<i>Good</i>			<i>Average</i>	
9	8	7	6	5	4	3	2	1

Comments:

5. Please offer any other pertinent remarks you feel would help the reviewer understand why this staff member is deserving of this award.

<i>Excellent</i>				<i>Good</i>			<i>Average</i>	
9	8	7	6	5	4	3	2	1

Comments:

TOTAL SCORE _____
