

# **UNIVERSITY OF HARTFORD**

## **Academic Affairs Staff Excellence Award Information Sheet**

The University of Hartford is committed to building a culture that respects all of its members and celebrates their contributions. The Office of the Provost seeks to encourage excellence by recognizing the exemplary service and outstanding professional contributions of our academic staff and their integral role in advancing the academic mission of the University of Hartford. Academic Staff Excellence Award recognizes those who serve our campus community through displays of integrity, creativity, and excellence. While focused on celebrating individual and shared accomplishments, the awards also provide models for others who aspire to such service.

### **The Award Process**

The Office of the Provost will administer the awards program. It is intended that two academic staff persons will be recognized annually at the beginning of each calendar year. Recipients will receive a cash award and a certificate of recognition. A photograph and summary biography of the recipient will also be displayed on the Provost's website. Recipients will be selected by a five-member panel made up of representatives from Human Resources, Staff Association, the Office of the Provost, and the prior year recipients of the award. The panel will review nominations submitted from the campus community. Nominations will require the review and endorsement of the nominee's dean/director. All nominations should be submitted to Robyn Kelsey in the Office of the Provost.

### **Criteria**

Nominees must have consistently performed in an exemplary manner and demonstrated a commitment to the University community, the University mission, and the core values of integrity, creativity, and excellence. Staff members that serve within units that report to the Office of the Provost and have worked at the University for at least three years, exclusive of the year of nomination, are eligible for nomination.

Nominees must be exemplary colleagues who provide expertise as well as a high quality of service to the campus community. Further, they must advance the mission of the University by demonstrating a consistent ability to:

- Make a significant, positive impact within their department;
- Provide expert service to our community at large;
- Problem solve with initiative and creativity;
- Make exceptional individual or shared contributions in service to others;
- Enhance the University of Hartford community through a history of building interdepartmental relationships that lead to continuous improvement.
- Demonstrate excellent customer service in support of student success
- Live the brand: Challenge, Support, Success

If you would like to nominate an individual for the Academic Affairs Staff Excellence Award, download and complete the nomination form then submit it to the Office of the Provost, CC 333.