

UNIVERSITY OF HARTFORD

Academic Affairs Staff Excellence Award Nomination Cover Sheet

To nominate an individual for the Academic Staff Excellence Award, please provide the following information concerning the nominee.

Name: _____ Position: _____

Department and Campus Address: _____

Campus Telephone: _____ Email: _____

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 in these efforts by recognizing the exemplary service and outstanding professional contributions of our academic affairs staff and their integral role in advancing the academic mission of the University of Hartford. The award is offered in recognition of 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.

Guidelines for submission:

- Provide narrative responses to the questions on the following page.
- Narratives from multiple representatives from the community can be submitted.
- Any staff, faculty, or student may submit a nomination and/or narrative responses.
- "Academic Affairs Staff" includes any full-time or part-time staff member who's office ultimately reports to the Office of the Provost. For a complete list of all offices eligible please see the organizational chart located on the Office of the Provost web page.
- Only those staff who have completed three years of service, exclusive of the year of nomination, are eligible.
- Please note that Deans and Sr. Office of the Provost staff are not eligible for this award.

Nominator (s): _____ Date _____

_____ Date _____

_____ Date _____

_____ Date _____

Dean/Director _____ Date _____

Endorsement by the Dean/Director of the nominee's unit is required.

Completed nomination forms should be submitted to the Office of the Provost (CC 333). Nominations must be received no later than Friday, March 27, 2020.

Academic Affairs Staff Excellence Award Nomination Narrative Questions

Please provide a narrative summary on the contribution of the nominee, including specific examples, in each of the categories below. Narratives can be provided on separate paper.

- Demonstrates a consistent ability to make a significant, positive impact within their department; an exemplary colleague who provides the highest quality of service to the campus community;
- Problem solves with initiative and creativity, contributes to exceptional individual or shared accomplishments in service to others;
- Proven ability to enhance the University of Hartford community through a history of building interdepartmental relationships that lead to continuous improvement.
- Demonstrates full support of the University's brand – Challenge, Support, Success – understanding that the positive and effective execution of their duties are instrumental to the University of Hartford's core business – the education of students.