

University of Southern Maine

Emerging Professional Staff Award

Description

This award is given annually to a relatively new member of USM's Professional Staff who has provided distinguished service to the University, to her/his profession and/or to the community. The award recipient is a professional staff member who shows outstanding promise for continued excellence and achievement within her/his field. This award will be presented at the annual Professional Staff Recognition event in ***May 20, 2008***.

Eligibility

Any current member of the Professional Staff with less than a **total** of five years of service in higher education (as of January 1, 2008) is eligible. The nominee's primary responsibility must be administrative, not teaching, and the nominee must be at least a half-time regular employee. A recipient is ineligible to receive the award more than once.

Nomination Process

Nominations may be made by any member of the USM staff or faculty, co-workers and colleagues are encouraged to nominate. Once the nominee has given permission to be nominated, it is then the nominator's responsibility to submit the following:

- < Letter of nomination
- < Nominee's *current* resume (including USM as well as other employment, if applicable)
- < Two additional letters of recommendation (Only two letters of recommendation will be considered.)

All materials should be submitted no later than ***April 4, 2008***. If a candidate is being renominated, submit an up-dated letter of nomination and one new letter of recommendation. No current member of the Selection Committee may either nominate or write a letter of recommendation for a nominee.

Selection Process

The Selection Committee will carry out its work with the utmost integrity, rigor and confidentiality. Selection will be made based on a combination of the following criteria:

- < Excellence in one's professional area
- < Commitment to the ideals of the educational process to include examples of personal and/or professional growth
- < Leadership and initiative within one's area and/or the University as a whole
- < Contribution to improving the quality of life at USM
- < Innovation/creativity in one's area as expressed through program initiatives, special projects, publications, etc.
- < Public service and/or volunteer activities not directly related to work at USM

Nominators, please send all nomination materials by **April 4, 2008** to:

Micheline Decrow, 424 Law Building, Portland Campus or Fax 780-4913