

**Professional Staff Senate
Professional Staff Divisional
Excellence Award
2008**

The Professional Staff Divisional Excellence Award is designed to recognize professional staff members who have distinguished themselves in their division and/or department.

Eligibility:

- Any member of the professional staff with at least three years of service as a professional staff member.
- A professional staff member may not win the award more than once, and may not be nominated for the Distinguished Professional Staff Award or the Emerging Professional Staff award in the same year.

Nomination Process:

Any USM employee may nominate any professional staff member by submitting a letter of nomination and two (2) additional letters of support. The responsibilities of the nominator are as follows:

- Obtain permission from the candidate to be nominated
- Submit the complete nomination package inclusive of the nomination cover sheet, letter of nomination, and two letters of support* by **April 4, 2008**.

*Letters of support may be submitted by USM employees from within or from outside the nominee's division or department.

Candidates may be re-nominated from a previous year. The nominator should submit a new cover sheet, an updated letter of nomination, and one new letter of support.

Selection Criteria:

Nominations will be reviewed based on the following criteria as they apply to their respective department/division:

- Distinction in one's professional area
- Dedication to the mission
- Demonstrates initiative and resourcefulness
- Inspires others through their commitment

Please note that the nominee's nomination packets will be assessed based on the above listed criteria. The use of examples would be helpful in reviewing the packets for award selection

Selection Committee:

All nominations must be submitted by **April 4, 2008** to:

Robin Day, Chair
Divisional Excellence Award Committee
8H Bailey Hall
Gorham Campus

Selection Committee:

This award is managed by the Professional Staff Senate. The selection committee will be comprised of no less than six (6) professional staff members, including prior award recipients and a non-voting chair. The chair will be responsible for the administration and coordination of events concerning the award and shall not be eligible for the award in the years that he or she serves as chair.

The divisional awards will be presented at the annual spring professional recognition event. The awards consist of a \$100.00 gift* and a framed acknowledgement.

Eligible divisions and their programmatic links can be found in the USM Campus telephone book on page 9.

- The \$100.00 gift will be distributed to each winner in their monthly payroll, generally in the month that the award is presented.

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