

Minnesota State Board of Trustees'
Professional Excellence Award for Administrative Service Faculty
Bemidji State University

Purpose:

The Board of Trustees Professional Excellence Award for Administrative Service Faculty is intended to recognize outstanding service to our universities and to the Minnesota State system. The award proclaims, on behalf of the entire system, the Board of Trustees' pride in the dedication and accomplishment of service faculty in contributing to students' growth and development. The award recognizes the key role that service faculty fulfill at our system's universities in advising and counseling students; in the recruitment, retention and placement of students; in residential life programming; in facilitation of student groups and student leadership; and other involvement in university and community activities. The award reflects the commitment of the system to serving the citizens of Minnesota by providing the best possible college and university instruction and supports.

Award:

Nominees and the awardee will be honored at the board's "Celebrating Excellence" event April annually. The awardee will receive \$5,000.

BSU Procedure:

November Week 1 – Call for Nominations is shared with the campus community. See nomination form (Page 2). See eligible MSUAASF employees (Page 3).

November Week 4 – Nominations due to HR by 4:30 p.m. Deputy Hall Box #1

December Week 1 – University nomination committee reviews nominations, selects campus nominees and forwards names to President Hensrud.

Committee Members include (may change annually)

Administrator: Michelle Frenzel

Administrator: Jesse Grant

MSUAASF Member: Chelsey Crotty

MSUAASF Member: Angie Gora

December Week 2 - University President designates campus award nominee.

December Week 2 – January Week 4 – Nominee creates portfolio. Nomination committee creates and provides President's Recommendation Packet.

February Week 1 – President Hensrud submits the President's Recommendation Packet and nominee portfolio to the Minnesota State Board of Trustees.

April – Awards for accomplishments will be bestowed by the Board of Trustees.

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Nomination Form
Due to Human Resources by 4:30 p.m. DATE (Deputy Box #1)

Eligibility Criteria:

At the time of their designation, nominees must have been employed for a minimum of five consecutive years with a Minnesota State University. Of these five years, the two most recent years must be in the ASF member's current position. The remaining three years must be either: a) in any position (excluding student employment) within the university in which the individual is currently employed, or b) in any ASF position at any Minnesota State University.

Nomination Process:

Members of the campus community are encouraged to nominate ASF colleagues who you believe should be considered for this nomination. Please complete and provide information below on why you believe this person should be nominated for this award.

Nominee's Name (Please Print): _____

Nominee's Position and Department: _____

For each of the areas below, please comment with examples of why you believe this person demonstrates professional excellence through contributions to students, the university or community.

Remember the nomination committee may not be familiar with this employee. It is important to provide clear detail and examples of accomplishments. Nomination is not to exceed five double spaced pages.

1. Exceptional Work Performance.
2. Advancement of the University mission.
3. Expertise, creative achievement and professional development.
4. Contribution to student growth and development.
5. Any other information.

Nominator's Name (Please Print): _____

Nominator's Signature: _____

Eligible MSUAASF Employee List

HR will update annually prior to sending award communication to campus.