

EASTERN MICHIGAN UNIVERSITY™

Institutional Values Award Nomination Form

Purpose: This institution-wide awards program recognizes the exemplary efforts of individuals or teams working to support the EMU mission, guiding principles and institutional values. (See the mission statement, guiding principles and definitions of the Institutional Values Awards on the back of this form.)

Eligibility: Full-time EMU faculty or staff members* in all employee groups may be nominated for an Institutional Values Award, which carries a \$3,500 monetary stipend from the EMU Foundation. While full-time EMU employees may be nominated in more than one category, nominees may not receive more than one award in a given year. No employee may receive an award in the same category more than once (i.e., as an individual or member of a team) while employed at EMU.

Nomination Procedures: The nominator should prepare the nomination packet (absolute maximum of 10 single-sided, stapled pages with no attachments, no binder and no cover) and clearly answer the following four questions:

- What accomplishments or activities have made the nominee outstanding? Explain in detail and describe the results and importance of the overall contributions as well as previous responses to/recognition of the person's work.
- How have these accomplishments illustrated the EMU value selected?
- What impact has the nominee's accomplishments had on EMU in terms of depth of contributions and breadth of contributions (repeated or one-time savings, scope of results [i.e., one unit or entire institution], etc.)?
- How has EMU benefited from the nominee's accomplishments in terms of linkage of nominee's work with the EMU mission statement and other institutional values, image building for the institution by performance of quality work on EMU's behalf, and sustainability of contributions?

The nomination packet must include this completed form, a maximum of 6 pages of narrative addressing the four questions identified above, and 3 letters of support. Materials may be handwritten or generated by word processing using a Times New Roman 12-point font and 1" margins; please number the pages. Individuals needing assistance in completing the nomination packet should contact a colleague or their supervisor. Members of the screening committee may not assist nominees or nominators or review nominations prior to submission. Nomination packets exceeding these maximums will not be considered. Ten (10) copies of the complete nomination packet must be received by the President's Office, 202 Welch Hall, by **5 p.m. Friday, May 5, 2006.**

Award Category (check one) (Definitions of each category are included on the back of this form.)

- Continuous Improvement, Innovation and/or Customer Service
- Contributions to the Quality of Student Learning Experiences
- Diversity, Human Dignity, Multicultural/International Involvement
- Public Engagement and Community Service
- Support Role in Teaching, Learning, Scholarship, Research and/or Creative Activity
- Team Excellence (Award to be divided equally among all fully participating team members whose names must be listed in the nomination packet.)

Name of Nominee: _____ Title: _____ (Dr., Mr., Ms.)

Current Position: _____ Position Classification: _____ (AP, PT, CS, FM, etc.)

Department: _____

Campus Telephone Number: _____ Campus Address: _____

Immediate Supervisor's Name: _____ Campus Telephone Number: _____

Name of Nominator: _____ Title: _____ (Dr., Mr., Ms.)

Current Position: _____

Department: _____

Campus Telephone Number: _____ Campus Address: _____

Signatures Required:

Nominator:** _____ Date: _____

Department or Unit Supervisor of Nominee: _____ Date: _____

EMU Mission Statement

*Nominees must maintain their full-time employee status at EMU through the date the award is presented; exceptions may be made for team awards.

**By signing this form, the nominator attests that all information provided is accurate.

Eastern Michigan University is committed to excellence in teaching through traditional and innovative approaches, the extension of knowledge through basic and applied research, and creative and artistic expression. Building on a proud tradition of national leadership in the preparation of teachers, we maximize educational opportunities and personal and professional growth for students from diverse backgrounds through an array of baccalaureate, master's and doctoral programs. We strive to provide a student-focused learning environment that enhances the lives of students and positively impacts the community. We extend our commitment beyond the campus boundaries to the wider community through service initiatives, and public and private partnerships of mutual interest addressing local, regional, national and international opportunities and challenges.

Institution's Guiding Principles

Accessibility

Relevancy

Responsiveness to Change

Flexibility

Quality

Collaboration

Accountability

Affordability

Institutional Values: Definitions

1. *Continuous Improvement, Innovation and/ or Customer Service:* Individual award for contributions in developing new approaches to service delivery; increasing effectiveness and efficiency; providing greater customer satisfaction; using creativity to improve services to EMU's students, faculty, staff and external constituencies.
2. *Contributions to the Quality of Student Learning Experiences:* Individual award for contributions in providing a positive, supportive environment for student success at EMU (e.g., service as an adviser, plant maintenance, on-campus curricular and co-curricular experiences, involvement in residence hall activities, working with commuter students, mentoring programs, etc.).
3. *Diversity, Human Dignity, Multicultural/ International Involvement:* Individual award for contributions in enhancing understanding, respect and inclusion of diversity among members of the EMU community and all of its constituencies.
4. *Public Engagement and Community Service:* Individual award for contributions in completing exemplary community service activities and building EMU linkages/partnerships with the local community, the Detroit metropolitan area, southeast Michigan, the State of Michigan and the nation.
5. *Support Role in Teaching, Learning, Scholarship, Research and/ or Creative Activity:* Individual award for contributions in enhancing the content and delivery of undergraduate and graduate programs (e.g., support for increased online offerings, grant-writing to secure external funding, proposals for new courses/programs, mentoring programs, etc.).
6. *Team Excellence:* Employee team or group award for contributions in furthering the mission of EMU in the areas of instruction, institutional support or service, cooperation among units, customer service and/or student support, for results achieved in the previous calendar/academic year.

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