

Indiana University School of Informatics and Computing at IUPUI
Staff Award
Full-time Staff Member

Purpose: The purpose of this award is to honor a full-time staff member whose performance is most notable among his or her peers and who demonstrates exemplary service. The staff member's service includes both departmental and school levels, and also supports the mission of the School of Informatics and Computing at IUPUI.

Eligibility:

Nominees must meet the following eligibility requirements:

- Has been a full-time staff member with the SoIC for at least 3 years;
- Has not received the staff award for which s/he is being nominated in the past 3 years;
- Can demonstrate a record of cumulative excellence in service to the school over the past 3 years.

Procedures:

1. SoIC faculty and staff may nominate individuals for this award;
2. Self-nominations are encouraged;
3. A brief narrative will be prepared for each nominee. This brief will be passed along to the Awards and Scholarship Committee by the individual making the nomination;
4. The narrative should include a discussion/overview of the ways in which the nominee's work has demonstrated exemplary service and how it has made a significant impact on the nominee's department or unit, the school as a whole and, if applicable, the university and wider community. Include any documentation of the nominee's exemplary work;
5. The narrative will be a maximum of five pages per nomination, and typed in 12 point font. An additional 2 pages of testimony and/or supporting documentation may be presented. This testimony may come from faculty, staff or students, if appropriate;
6. If more than five pages are received, the nomination will be rejected. It is up to the individual submitting the nominating brief to ensure that procedures are followed;
7. One letter of recommendation must be included as part of the brief narrative. The letter cannot exceed two pages in length and is not included in the five page limit to the brief.

Nomination brief should also include the following:

- Name and title of individual submitting nomination;
- Name and title of nominee.

The nominee's effectiveness will be judged on the following criteria:

- Sustained excellence over a period of time, dependability and professionalism;
- Innovative and creative approaches to addressing responsibilities of the position;
- Demonstrative of a proactive and positive attitude, a high degree of competence, and a willingness to assist others (students, staff and faculty alike) and anticipate needs.

Staff Award Metric

Service to the School of Informatics and Computing

Nominee has strong evidence of activities supporting service to SoIC	4
Nominee has moderate evidence of activities supporting service to SoIC	3
Nominee has limited evidence of activities supporting service to SoIC	2
Nominee has no evidence of activities supporting service to SoIC	0

Service to the University

Nominee has strong evidence of activities that support the University	4
Nominee has moderate evidence of activities that support the University	3
Nominee has limited evidence of activities that support the University	2
Nominee has no evidence of activities that support the University	0

Letters of Recommendation

Nominee letters provide strong evidence of activities that promote and support SoIC	4
Nominee letters provide moderate evidence of activities that promote and support SoIC	3
Nominee letters provide limited evidence of activities that promote and support SoIC	2
Nominee letters provide no evidence of activities that promote and support SoIC	0

Personal Statement

Nominee has a strong statement about their past and future thoughts on supporting SoIC	4
Nominee has a moderate statement about their past and future thoughts on supporting SoIC	3
Nominee has a limited statement about their past and future thoughts on supporting SoIC	2
Nominee has a no statement about their past and future thoughts on supporting SoIC	0