**Minnesota State Board of Trustees’**

**Professional Excellence Award for Administrative Service Facult**y

Southwest Minnesota State University

Nomination Form

**Due to Human Resources by November 1, 2019**

**Award 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 Colleges and Universities system. 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, facilitation of student groups and student leadership, and other involvement in university and community activities.

**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 & 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. Please be at thorough as possible with your nominations.

1. Exceptional work performance.
2. Advancement of the university mission.
3. Advancement of equity and inclusion
4. Expertise, creative achievement and professional development.
5. Contribution to student growth and development.

Nominator’s Name (Please Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominator’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominator’s Email & Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_