

RADFORD UNIVERSITY
2008 PRESIDENTIAL EMPLOYEE SERVICE AWARD

AWARD CRITERIA AND GUIDELINES

The Awards

The Presidential Employee Service Awards were established by the Radford University Foundation in June 1980. Up to two awards of \$1,000.00 each will be presented.

Eligibility

All full-time classified employees and all other full-time employees not eligible for the Radford University Foundation Awards for Creative Scholarship, University Service, or the Donald N. Dedmon Professorial Award are eligible. Otherwise eligible employees must have at least two (2) years of university service at the time of nomination. Previous award recipients are not eligible until five (5) years after receiving an award.

Nominations

Nominations may be made by any full-time employee of Radford University, any currently enrolled student, or any Radford University Foundation Board Member. Self-nominations are not acceptable. Nomination forms are available in the Human Resources Department or online on the Human Resources website (under Employee Recognition Program at www.radford.edu/~pers-web/forms.htm). The deadline for nominations is **5:00 p.m. on Friday, March 7, 2008**. A selection committee will review the nominations and recommend the award recipients to the President and the Radford University Foundation. Nominations should be sent to Joey Sword, Director of Human Resources, Box 6889, or delivered to the Department of Human Resources at 704 Clement Street.

Criteria for the Awards

Nominees for the award should have demonstrated:

1. A consistent record of excellence over an extended period of time in the performance of their assigned responsibilities that has resulted in outstanding contributions to the university, its employees, its student body, and/or the public.

OR

2. A single achievement or accomplishment of extraordinary contribution to the university through initiative, creativity, innovation and/or heroic action that brings positive recognition or attention to the university at the local, state, or national level.

Required Supporting Documentation

In addition to the Nomination Form, the nomination must include:

- A.** A copy of the nominee's **current** position description.
- B.** The period of time during which the contributions occurred.
- C.** A statement from the nominator that clearly identifies the most compelling reasons the nominee should receive this award. The statement must include one or more of the following:
 - How the employee's work or act brought positive attention to the university.
 - The extent to which the employee has used an inventive, creative, and/or problem solving approach to his/her responsibilities.
 - How the employee's performance has enhanced the work of others.
- D.** Two letters of recommendation that support the nomination in the category identified. At least one of these letters should be from the nominee's supervisor or department head unless the supervisor or department head is the nominator.