

Three things to know for Outstanding Faculty/Staff awards:

1. The nominee must be currently employed by Averett. Sorry, no Aramark/Bon Appetit employees.
2. Make sure the nominee is correctly reported as Faculty or Staff. Some AU employees look like faculty but are actually staff (i.e., Theatre), and some look like staff but are actually faculty (i.e., Elaine Day at library).
3. Prior 3 years' winners are not eligible to be nominated. They are (for FY2015):
 - a. Faculty:
 - i. Barbara Kushubar
 - ii. Ginger Henderson
 - iii. Patti Horne
 - b. Staff:
 - i. Sandy Bash
 - ii. Gloria Robertson
 - iii. Stephanie Mullins

Nominations can be emailed to awards@averett.edu using the attached form, or you can type your nomination in the body of your email. Nominations are due by 4:30pm ET on March 31.

Faculty and Staff Awards

Criteria: The criteria for the award and the nomination process are as follows:

Outstanding Faculty Award

1. **Eligibility:** A current member of the Averett University faculty teaching two courses or more per semester. Prior recipients become re-eligible the fourth academic year after their award.
2. **Basis for nominations and decisions:** In order of importance are teaching (to be evidenced by testimonials, success of students in subsequent courses, in graduate work or careers), non-course student interactions (e.g., advising or informal contacts, sponsorship of student organizations), and general contributions to the university. Research, publications and artistic accomplishments should play very minor roles in consideration for this award. The purpose is to reward the outstanding teacher faculty member.
3. **Nominations:** Letters of nomination may be received from faculty, students, staff, administrators, and alumni. All nominations must include the name of the nominator as anonymous nominations are not accepted. Primary responsibility for documentation of nominations must rest with the nominator. Each nomination should be accompanied by a rationale for the nomination and any appropriate supporting documentation. The selection committee will make its screening of nominations based on submitted materials. If the committee so chooses, it will do its own investigative work regarding additional information that may be necessary to assure that the most appropriate person is honored with this award.

Outstanding Staff Award

1. **Eligibility:** Any current member of the staff (including Synergis – formerly IPD, Aramark, Bon Appétit and the Bookstore) who is **not** a member of the President's Council. Prior recipients become eligible the fourth academic year after their award.
2. **Basis for nominations and decision:** Outstanding service to the university and its constituents, either as a cumulative record of performance or on the basis of exceptional performance within the past twelve months.
3. **Nominations:** Letters of nomination may be received from faculty, students, staff, administrators, and alumni. All nominations must include the name of the nominator as anonymous nominations are not accepted. Primary responsibility for documentation of nominations must rest with the nominator. Each nomination should be accompanied by a rationale for the nomination and any appropriate supporting documentation. The selection committee will make its screening of nominations based on submitted materials. If the committee so chooses, it will do its own investigative work regarding additional information that may be necessary to assure that the most appropriate person is honored with this award.

Decision: A committee consisting of two faculty members (previous award winners or Faculty Council members), two staff members (previous award winners or Staff Council members), and two students (selected by the Dean of Students or the SGA) will select the winner of both the faculty award and the staff award. The decisions of the committee will be final.

Outstanding Faculty and Staff Award Nomination Form

(Nominations due by 4:30 pm, March 31, email to awards@averett.edu)

Name of Nominee (First/Last):

_____ Faculty _____ Staff

Nominator (First/Last):

Reason for nomination (a detailed explanation must be given in order for nominee to be considered):