OUTSTANDING ADMINISTRATOR AWARD

Definition:
The Outstanding Administrative Service Award is given in recognition of demonstrated excellence in administrative service to the university. [School/department chairs are also eligible for this award.]

Criteria:
Specific administrative accomplishments during the period of administrative employment at Ball State University having significant impact on the students, their fields, the university, and/or the community at large providing direct service to the University.

Nomination Requirements:

Step I  Nominations may be made by students, faculty, professional personnel, or administrators. Nomination materials should only include the following:

- This completed cover sheet
- One statement addressing the nominee’s administrative accomplishments. Please limit to two single-spaced typed pages.
- A current vita
- Job description

Step II  Upon the request of the committee:

- A total of no more than five letters of support with each letter endorsed by only one individual. With the exception of university administrators, individuals may write a support letter for only one nominee in a given category. Please limit letters of support to (2) pages:
  - The individual’s supervisor
  - Persons addressing the quality of the nominee’s over-all performance as well as performance in the specific area of service for which the individual is nominated
  - Persons knowledgeable about the accomplishments for which the individual is nominated
  - Optional – copies of performance evaluations supplied by the nominee

Name of Nominee: __________________________________________________________

School/Department/Office: ________________________________________________

Nominator: ______________________________________________________________

Signature

Nomination approved by

Department Chair: _______________________________________________________

Signature

Nomination approved by Dean: _____________________________________________

Signature  Date