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 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:
  - 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(s): _________________________________________________

Signature(s)

Nomination approved by department chair: _________________________

Signature

Nomination approved by dean: ____________________________________

Signature Date