

## **The Teachers College Staff Service Award**

The Teachers College Staff Service Award recognizes the outstanding and unique contributions of an individual in support of the mission of The Teachers College. **This award may be given to any unclassified or university support staff employed in The Teachers College.** The award is given only when consensus affirms the existence of exemplary contributions by an individual.

Any individual or group of individuals within The Teachers College may nominate a candidate for this award. Individuals or groups of individuals who nominate a candidate also must submit supporting materials (generally in the form of a letter) delineating the candidate's contributions. Aspects of outstanding service to be considered by the selection committee will include:

1. Representing the Teachers College as a positive role model/ambassador,
2. Supporting of the mission of ESU and The Teachers College,
3. Engaging in collaboration,
4. Exhibiting innovation, and
5. Demonstrating unique/exemplary contributions.

Materials submitted in support of a candidate's nomination **may not exceed three pages.**

**The chair of the Dean's Advisory Council Jen Thomas [jthomas@emporia.edu](mailto:jthomas@emporia.edu) must receive the candidate's name and supporting documents by **November 15, 2020.****

The Dean's Advisory Council, or a committee designated by that council, shall serve as the selection committee for the award. The Dean's Advisory Council shall make the award decision by **December 6, 2020** and pass on the recipient's name and pertinent information to the coordinator of the award.

The award recipient will be recognized in January at the spring semester faculty meeting of The Teachers College. The award recipient will receive \$500 stipend, as well as a plaque in recognition of the recipient's outstanding and unique contributions.

## Staff Service Award RUBRIC

For each section, please indicate significant contributions demonstrated by the nominee. Points are awarded in each category. Total scores may range from 0-25. The intent of this rubric is to serve as a guideline to aid the committee in objectively reviewing the nominees. Scores alone are not meant to determine the recipient of the award; rather, they provide a starting point for discussion about the nominees.

<b>1. Good role model/ambassador</b>	Points Possible	Points Earned
Notes:	4	

<b>2. Supports the mission</b>	Points Possible	Points Earned
Notes:	4	

<b>3. Collaboration</b>	Points Possible	Points Earned
Notes:	4	

<b>4. Innovation</b>	Points Possible	Points Earned
Notes:	4	

<b>5. Unique/exemplary contributions</b>	Points Possible	Points Earned
Notes:	9	

Total Score	Total Possible	Total Earned
Notes:	25	