COLLEGE OF SOCIAL SCIENCE

Career/Lifetime Achievement Award for Support Staff

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Dean's Advisory Committee for Support Staff (DACSS)

The College of Social Science Dean's Advisory Committee for Support Staff (DACSS) is pleased to present the Career/Lifetime Achievement Award for Support Staff. This award was created to recognize support staff within the college who demonstrate a deep commitment to the mission and vision of the College of Social Science. This award recipient should be a proven innovator and leader in their job and unit and who has demonstrated consistent excellence in work performance over the course of their appointment. The award recipient(s) will receive a $3,000 monetary award and will be presented with an award plaque in the spring.

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AWARD ELIGIBILITY

- Regular staff members in job classifications under CT, AP, or ASPA. Student, temporary, and on-call employees are not eligible to be nominated.
- Current DACSS members are not eligible to nominate, be nominated, or write a statement of support.
- Minimum of 15 years of service at MSU with at least 10 years of service in the College of Social Science. Primary assignment must be in the College of Social Science.
- Given the nature of this award being a Lifetime achievement award, recipients of this award should only receive this award once and are not eligible to receive this award again once won.

CRITERIA

Include but not limited to:

IMPACT

- Contributes to the mission, vision, and values described on the College website -- above and beyond what is reasonably expected
- Actively improves efficiency of SSC operations, as well as student, staff and/or faculty experiences

CULTURE/CLIMATE

- Displays a positive attitude
- Demonstrates a commitment to fostering a workplace culture of respect and collaboration

PROFESSIONALISM

- Personifies resilience, flexibility, and dependability
- Demonstrates productive relationships across the unit, College and University
- Consistently pursues excellence in performance of job responsibilities

NOMINATION PROCESS

Nominators can be any member of the College of Social Science community (co-worker, supervisor, faculty, or student).

WHAT TO SUBMIT

1. Nomination application
2. Nominator form
3. Two additional statements of support (from anyone across campus with direct knowledge and experience interacting with the nominee).

Each statement should encompass the award criteria and be limited to one page. Only the application, form, and two statements will be reviewed. Nomination materials must be attached to a single email (preferably in a single PDF) and sent to SSC.DACSS@msu.edu

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NOMINATION APPLICATION

INSTRUCTIONS

Send nomination materials in a single email (preferably in a single PDF) SSC.DACSS@msu.edu.

Required Nomination Materials include:

- ☐ Nomination Application
- ☐ Nominator Form
- ☐ Two Supporting Statements

Nominators may be any member of the College of Social Science community, including staff, faculty, supervisors, students, or colleagues.

To complete the Nomination Application and Nominator Form, the nominator may work with the nominee and/or the nominee's supervisor to gather information. In addition, two Supporting Statements must be completed by individuals other than the nominator. It is the nominator's responsibility to ensure all required materials are submitted by the deadline.

All required materials must be received by the published deadline to be considered for the award.

NOMINEE INFORMATION

Nominee's Name: _____

Nominee's Department: _____ Title: _____

Nominee's Work Address: _____ Union: _____

Nominee's Supervisor (if known): _____

NOMINATOR INFORMATION

Name: _____

Department: _____ Title: _____

Work Address: _____

E-mail Address: _____

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DESCRIBE THE NOMINEE'S JOB DUTIES

Please focus on the duties contribute to the three pillars—impact, culture/climate, and professionalism:

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NOMINATOR FORM

RESPONSE GUIDELINES

Unless otherwise noted, responses should be limited to **one paragraph per question.** To support a fair and equitable review process, reviewers will only consider information provided within the requested response length. Responses may be submitted as a separate document. If submitting a separate document, please enter "See attached document" in the space(s) provided below.

1. EXCELLENCE AND MISSION IMPACT

In a brief paragraph, describe the nominee's most significant contributions to the College of Social Science and/or Michigan State University throughout their career. Include examples of how their work has advanced the mission, vision, and values of the College and created a lasting impact.

2. INNOVATION AND CONTINUOUS IMPROVEMENT

In a brief paragraph, describe how the nominee has improved processes, operations, services, or experiences for students, staff, faculty, or other stakeholders throughout their career. Include examples of innovations, efficiencies, or improvements that have had a meaningful and lasting impact.

3. LEADERSHIP AND PROFESSIONALISM

In a brief paragraph, describe how the nominee has demonstrated leadership and influence throughout their career. Include examples of how they have mentored others, shared expertise, taken initiative, served as a trusted resource, or positively influenced their team, unit, College, or University.

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4. RESPECT AND WORKPLACE CULTURE

In a brief paragraph, describe how the nominee has contributed to a culture of respect, collaboration, and professionalism. Provide examples of how they have built positive relationships and helped create an environment where people feel welcomed, valued, and supported.

5. RESILIENCE AND DEPENDABILITY

In a brief paragraph, describe how the nominee has demonstrated excellence, professionalism, resilience, and dependability throughout their career. Include examples that illustrate their commitment to high-quality work, service, and the success of others.

CAREER LEGACY AND IMPACT

Considering the nominee's career as a whole, please describe why they are deserving of the College of Social Science Support Staff Lifetime Achievement Award. In 1-2 paragraphs, highlight any lasting contributions, influence, or legacy not fully captured in the previous responses.

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SUPPORTING STATEMENT (1 OF 2)

ADDITIONAL SUPPORT

Two individuals other than the nominator should each submit a response to the question below. The purpose of these responses is to provide additional perspective on the nominee's contributions and impact through personal observations and experiences working with the nominee. Consider highlighting one or two themes addressed in the Nominator Form through examples from your own interactions with or observations of the nominee. Please include your name, title, and relationship with the nominee.

SUPPORTER INFORMATION

Supporter Name: _____

Supporter Title: _____

Relationship with Nominee: _____

QUESTION

Based on your experience working with the nominee, describe the impact they have had on your team, unit, the College, or the University over the course of their career. Please share one or two examples from your own interactions with or observations of the nominee that illustrate their lasting contributions, influence, accomplishments, or legacy and why you believe they are deserving of the College of Social Science Support Staff Lifetime Achievement Award.

RESPONSE GUIDELINES

Responses should be no more than one page in length. Responses may be submitted as a separate document. If submitting a separate document, please enter "See attached document" in the space provided.

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SUPPORTING STATEMENT (2 OF 2)

ADDITIONAL SUPPORT

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