

**THE PENNSYLVANIA STATE UNIVERSITY  
FACULTY/STAFF ACHIEVEMENT AWARDS  
NOMINATION FORM**

Check the appropriate category

- |  |   |
|--|---|
| <input type="checkbox"/> The Barash Award for Human Service      | <input type="checkbox"/> The Staff Excellence Award                     |
| <input type="checkbox"/> The McKay Donkin Award                  | <input type="checkbox"/> Support Staff Award                            |
| <input type="checkbox"/> The Award for Administrative Excellence | <input type="checkbox"/> The Dr. James Robinson Equal Opportunity Award |

Name of Nominee \_\_\_\_\_

Job Title/Rank \_\_\_\_\_

Administrative/Academic Unit \_\_\_\_\_

Department/Work Unit \_\_\_\_\_

Work Address \_\_\_\_\_

- Is the Nominee aware of this nomination?    Yes \_\_\_\_\_                      No \_\_\_\_\_
  
- Approximate Years of Employment with the University (if known) \_\_\_\_\_
  
- Approximate Years in Present Position (if known) \_\_\_\_\_
  
- Titles of Penn State Positions Held Prior to Present Position (if known):  

<u>Title</u>	<u>Years</u>	<u>Title</u>	<u>Years</u>
_____	_____	_____	_____
_____	_____	_____	_____
  
- List of Community Service Organizations served by Nominee (Barash Award only) \_\_\_\_\_  
\_\_\_\_\_

Please attach a statement supporting your nomination of this individual for the award indicated. Your nomination should not exceed two pages, double-spaced, and **should** include up to five attachments (from peers, subordinates, superiors) to support the nominations. Support documents should also be limited to two pages.

Nominations and support documents should describe how the individual meets the criteria for the award. Please use specific examples to demonstrate how the nominee meets or exceeds the criteria. Highlight accomplishments that demonstrate commitment to the criteria. The committee is looking for those individuals who demonstrate excellence beyond the job requirements. Where appropriate and if known, please attach an organizational chart to depict where the nominee fits administratively in his/her unit. Please do **NOT** include books, booklets, brochures and similar documents.

**SOFT DEADLINE FOR NOMINATIONS REQUESTED BY FRIDAY, DECEMBER 4, 2009; FINAL DEADLINE FOR NOMINATIONS REQUESTED BY FRIDAY, JANUARY 8, 2010.**

This form may be duplicated for additional nominations.

Send or fax completed nomination forms to:  
Billie S. Willits  
Faculty/Staff Achievement Awards  
505 James M. Elliott Building  
University Park, PA 16802  
Fax Number : (814) 863-3461

Submitted by \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_ Administrative/Academic Unit \_\_\_\_\_

University Address \_\_\_\_\_ University Telephone Number \_\_\_\_\_

## **FACULTY AND STAFF ACHIEVEMENT AWARDS**

### **The Barash Award for Human Service**

The Barash Award for Human Service was created in 1975 by the family of the late Sy Barash. It is an annual award to a full-time member of the faculty, staff, or student body of The Pennsylvania State University at University Park who has contributed most, apart from regular duties, to human causes, public service activities and organization, or the welfare of fellow humans. These human service activities must have been performed in University Park, the Borough of State College, College, Patton, Harris, or Ferguson Townships.

Any full-time person at the University Park Campus who meets the criteria for the award as previously described is eligible for consideration. The award carries a stipend of \$1,000.

### **The McKay Donkin Award**

The McKay Donkin Award was established in 1969 in honor of the late McKay Donkin who served as Vice President for Finance and Treasurer of the University from 1957 to 1968. The award, which consists of a \$500 stipend and a certificate, is presented to the full-time member of the faculty or staff or the retiree who has contributed most to the "economic, physical, mental, or social welfare of the faculty" of the University.

### **The Award for Administrative Excellence**

The Administrative Excellence Award, which carries a stipend of \$1,000, is made annually to a member of the staff of The Pennsylvania State University whose performance methods and achievements exemplify administrative excellence. The Award is funded by a gift from Kenneth E. and Mary K. Warrick. Criteria considered in the evaluation of nominees include:

- total experience in administrative position(s)
- accumulative levels of responsibility and authority
- years of service at the University, and in present position
- impact on own organization, and on University in general
- content of material submitted by nominators

A brief resume or vita, including items relevant to the award criteria, would be particularly helpful, as well as an organizational chart and job description to depict where the nominee fits administratively.

### **The Staff Excellence Award**

This award recognizes the consistently outstanding performance of a staff member who has demonstrated and practiced the philosophy of continuous quality improvement, team spirit, managerial excellence in the performance of assigned duties, and provided leadership in establishing a quality service orientation, so as to benefit his or her unit and the University.

The award, consisting of a \$500 stipend and certificate, will be given in recognition of meeting one or more of the following criteria:

- demonstrated sensitivity to others
- leadership commitment to teamwork and efficiency of operation
- demonstrated ability to skillfully manage his/her unit
- commitment to continuous quality improvement
- demonstrated service orientation to unit customers

To be eligible for the award, full-time University staff must have at least five years of active service.

### **The Staff Support Award**

The Support Staff Award, established in 1997, recognizes the overall high quality performance of a non-exempt member of the staff in fulfilling the mission of the University and of his/her unit.

The award, consisting of a \$1000 stipend and certificate, will be given in recognition of meeting the following criteria:

- dedicated focus to customer service
- commitment to quality improvement
- outstanding abilities
- team work
- professionalism

To be eligible for the award, full-time non-exempt staff must have at least five years of active University service.

**The Dr. James Robinson Equal Opportunity Award**

The Dr. James Robinson Equal Opportunity Award was created in February 1988 by the University. The award, sponsored by the Penn State Alumni Association, and given in honor of Dr. James Robinson, 1949, a devoted alumnus and former Alumni Council member, is designed to recognize a University faculty or staff member who promotes the concept of equal opportunity through affirmative action and/or contributes to enhancing the educational environment of the University through improving cross-cultural understanding.

The award, consisting of a \$1500 stipend and certificate, will be given in meeting one or more of the following criteria:

- demonstrated commitment in the spirit of equal opportunity through affirmative action
- demonstrated leadership in the elimination of discrimination through encouragement or understanding between person of different races, sexes, age groups, ethnicity, or religious heritage
- demonstrated commitment to meeting the special needs of students, faculty, or staff who are members of traditionally underrepresented groups

To be eligible for the award, full-time University faculty and staff must have at least two or more years of active service.