



VICE PRESIDENT FOR STUDENT AFFAIRS AWARD FOR SERVICE EXCELLENCE  
**NOMINATION FORM**

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**MEMORANDUM**

**TO:** Student Affairs Staff

**FROM:** Kari Ellingson, Associate Vice President and Awards Selection Committee

**SUBJECT:** **VICE PRESIDENT FOR STUDENT AFFAIRS AWARD FOR SERVICE EXCELLENCE**  
**(Deadline for Nomination: May 11, 2009)**

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Nominations are invited for the 20<sup>th</sup> annual *Vice President for Student Affairs Award for Service Excellence*. Up to three awards of \$500 will be conferred. The purpose of this award is to recognize those individuals who render exceptional service to students, faculty, staff, and others in the University community, thus contributing to Student Affairs= goal of excellence in service. We all know staff members who consistently go above and beyond what is expected of them. Now is the time to celebrate these people.

**Eligibility:** All full-time and permanent part-time staff members with three or more years of service within Student Affairs, except Vice Presidents, Deans and Directors are eligible for nomination. Nominees should meet one or more of the criteria listed on the reverse of this letter (past awardees have shown excellence in most or all of the categories). The Selection Committee can only consider information provided in the nominating letter, so be sure to be thorough in your description of nominees= qualifications.

The awards will be given at the holiday luncheon scheduled for December 16<sup>th</sup> for all Student Affairs employees. Mark this date on your calendar and be with us to honor those who have been models of excellence for all of us.

**Please note:** Human Resources handles the **University of Utah Staff Excellence Awards** (formally called the *Presidential Staff Awards*) given in the Spring. Rather than a separate nomination process for the University of Utah Staff Excellence Awards, the representative from the Student Affairs "District" for University of Utah Staff Excellence Awards will be selected from among the three winners of the Student Affairs Award for Service Excellence. Of the twenty-four University "District" winners, six are chosen to receive the University of Utah Staff Excellence Awards of \$5,000 and a special plaque. If you were anticipating nominating a colleague for the University of Utah Staff Excellence Awards, it would be advantageous to nominate them now for the Student Affairs Excellence Award. If you were planning to nominate a previous Student Affairs Service Excellence Award winner for the University of Utah Staff Excellence Awards, please contact Brenda Young.

**PREVIOUS RECIPIENTS OF THE  
VICE PRESIDENT FOR STUDENT AFFAIRS AWARD FOR SERVICE EXCELLENCE**

	- 1989 -	
Ann Campbell Russ Mandeles LaRaine Monsen	Scheduling Specialist Supervisor, Custodial/Maintenance Clerk III	Scheduling Office University Union Residential Living
	- 1990 -	
John Ashman Terri Busch Monica Gomez-Rogerson	Administrative Assistant Program Coordinator Admissions Counselor	Academic Advising Bennion Center Student Recruitment/High School Services
	- 1991 -	
Carolyn Dyson Gregory Minckley Marcie Neil	Associate Director Program Manager Assistant Director	Admissions Office Educational Opportunities Campus Recreation
	- 1992 -	
Lester Emmett John Keysor Linda Phelps *1998	Coordinator Manager, Recreation Services Administrative Assistant	Educational Opportunities University Union International Center
	- 1993 -	
Randy Flemings Richard Smith Susan Yost	Facilities Operations Manager Assistant Director Assistant Director	University Union Residential Living Academic Advising
	- 1994 -	
Cherry Ridges Rayna Scott Nancy Trevino	Program Coordinator Recruiting Coordinator Associate Director	Student Involvement Center Career Services Admissions
	- 1995 -	
Steve Baumann Cindy Esta Elaine Woodward	Program Manager Scheduling Specialist II Supervisor, Financial Records	Educational Opportunities Scheduling Financial Aid
	- 1996 -	
Aglaia Fox *2003 Edith Kochenour Linda Worischek	Administrative Assistant Supervisor, Tutoring Center Administrative Assistant	Dean of Students' Office Counseling Center Registrar's Office
	- 1997 -	
Patricia Tsuyuki Mui Vuong Angela Wimmer	Administrative Secretary Academic and Career Advisor Scholarship Manager	Counseling Center Educational Opportunities Financial Aid
	- 1998 -	
Luana Hughes Ryck Luthi Brenda Young *2005	Administrative Assistant Assistant Director Executive Secretary	Student Development University Union Counseling Center
	- 1999 -	
Wendy Burton Terri Crow Carol Uresti	Admissions Supervisor Office Manager Supervisors	Admissions Residential Living Registrars
	- 2000 -	
Wendy Clark Deena Gehling JoAnn Hulbert-Eagan	Supervisor, Financial Records Reservation Specialist Counselor	Financial Aid University Union Center for Disability Services
	- 2001 -	
Evelina Day Kris Hale Su=Ann Johansen	Administrative Assistant Child Care Coordinator Associate Director	Campus Recreation Child Care Admissions
	- 2002 -	
Sid Davis JoAnn Kanegae Kari Pittman	Assistant Director Administrative Assistant Administrative Assistant	Center for Disability Services Counseling Center Orientation / Leadership Development
	- 2003 -	
Houshang Beik Dana Sowby Brian Wilkinson	Facilities Manager Associate Director Co-Coordinator, Outdoor Recreation	University Union Career Services Campus Recreation
	- 2004 -	
Linda Miller Curt Larsen Lori McDonald	Administrative Assistant Program Manager Assistant Dean of Students	Admissions Bennion Center Dean of Students= Office
	- 2005-	
Dave Hosick Suzanne Jones Aris Papadopoulos *2006	Custodial Specialist Assist Registrar/Athletic Eligibility & VA Math Instructor	Union Administration Registrar's Office Educational Opportunity Programs
	- 2006-	
Glade Ellingson Susan Larson George Lindsay *2007 Glenda VanWagenen	Staff Psychologist Assistant Director Accountant Administrative Assistant	University Counseling Center Career Services A.S.U.U. Enrollment Management
	- 2007-	
Veronica Christensen Karol Conrad Barb Remsburg	Computer Professional Reservationist Specialist Associate Director	Financial Aid & Scholarships Union Administration Housing & Residential Education

\* University of Utah Staff Excellence Awards (formally called the Presidential Staff Awards) Recipient

**STUDENT AFFAIRS VICE PRESIDENT'S AWARD FOR SERVICE EXCELLENCE 2009**

*Established in 1989, the Vice President's Award for Service Excellence acknowledges Student Affairs professionals who have shown superior service to the University community. The annual awards recognize outstanding people from Student Affairs agencies across the campus community. The award is not intended to recognize vice presidents, deans or directors.*

**Criteria for consideration:** *Nomination letters must show how the nominee meets these criteria (most successful nominations address all of the criteria):*

- § **Full or permanent part-time staff** status with at least three-years of service within Student Affairs at the University of Utah.
- § **Service Excellence:** *Nominees should demonstrate creativity and self-motivation in solving problems and providing service to students, faculty, staff, and University visitors.*
- § **Excellence within job category:** *Candidates should demonstrate superior competence in fulfilling their job.*
- § **Excellence beyond job category:** *Nominees should go above and beyond their own position and expectations of their basic job description.*
- § **Commitment to teamwork:** *Nominees should be resourceful people who are committed to getting work done with care, concern and respect for others.*
- § **Inter-agency cooperation:** *Candidates should be people who build networks and communicate well with campus agencies outside their own.*

**Nomination Procedure**

- § *Nominations may be made on the attached form or by separate letter. Nominations must be in writing to be considered.*
- § *Nominations may be made by any member of the University community (student, staff, or faculty), but are particularly invited from staff members of Student Affairs. All are encouraged to participate in recognizing qualified and deserving staff. All nominations will be considered individually, regardless of home department.*
- § *Nominations must be submitted to Student Development, 270 Union, by 5:00 p.m. Monday, May 11, 2009. The committee will only consider persons for whom nominations have been received by the deadline.*

*Detach and return with your nomination/letter.*

Name of Nominee _____	Employee ID # _____
Present Position _____	Telephone # _____
Department _____	Date of Full-Time Hire _____
Nominee's Supervisor _____	Supervisor's Phone # _____
Cognizant Vice <u>Barb Snyder, VP for Student Affairs</u>	Vice President's Phone # <u>1-7793</u>
<p>In your attached nomination/letter describe and give examples of the individual's specific efforts to provide excellent service to University students, faculty and staff (in accordance with the criteria outlined in the award announcement). All nominations will be considered individually, regardless of home department.</p>	
_____ Signature of Nominator	_____ Date
<p><b>Nominations MUST BE RECEIVED on or before, Monday, May 11 by 5:00 PM:</b>                  Student Affairs District Team, c/o Brenda Young                  Student Development/Research, 270 Union, byoung@sa.utah.edu                  TEL: 585-9727 FAX: 585-5114</p>	



2009 University of Utah  
 Student Affairs District Staff Excellence Awards  
**CRITERIA FOR NOMINATIONS**

**NOMINATION FORM MUST BE RECEIVED *ON or BEFORE* May 11<sup>th</sup> by 5:00 P.M.**

**Please TYPE or PRINT. Incomplete nominations will not be accepted.**

Name of Nominee _____	Employee ID # _____
Present Position _____	Telephone # _____
Department _____	Date of Full-Time Hire _____
Nominee's Supervisor _____	Supervisor's Phone # _____
Cognizant Vice President _____	Vice President's Phone # _____

*Please select from the above drop down list.*

**MARK ONE:**

This person works in my District and is being nominated for Student Affairs District Staff Excellence Awards. \_\_\_\_\_

This person works in a different District and is being nominated for the \_\_\_\_\_  
 District Staff Excellence Awards. *Please select from the above drop down list.*

Referring to the attached Criteria for Nominations, please respond to the following questions. Where possible please provide specific examples that clearly demonstrate how the nominee's actions/attitude reflect the criteria. **If you require additional space, please attach no more than one single-sided sheet.**

**SERVICE EXCELLENCE:**

1. **What traits are exemplified by the nominee that result in superior work performance. Is there some special achievement that should be recognized by this award? Please describe.**
  - What actions are taken by the nominee to assist in achieving the department/institutional mission contributing to long-lasting benefits in the University community? Demonstrates exceptional ability in quality of work, proficiency, initiative, skills in dealing with people, dependability, and creativity (quality of work as measured against the type of work being performed).
  - Exhibits through personal qualities a high degree of the following:
    - teamwork
    - positive attitude
    - willingness to cooperate
    - ability to relate to others (colleagues and students) in a manner that reflects well upon the University.
  - Shows ongoing desire for improvement.
  - Has a knowledge and understanding of the University and its functions.



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**COMMITMENT TO UNIVERSITY:**

- **Establishes and maintains effective working relationships/communication with co-workers, leadership, and internal/external customers**
  - Service to the University demonstrates an attitude of ongoing commitment to assist the University in achieving its mission.
  - Contributions have long-lasting benefits to the individual and the University community.
  - Supports and participates in Departmental/University initiative.

Nominated By \_\_\_\_\_ Telephone \_\_\_\_\_

Nominator's Signature \_\_\_\_\_ Department \_\_\_\_\_

Nominations must be received by campus mail, by e-mail as an attachment, or by fax. Please note that electronic submittals will be confirmed with the person originating the form.

**MAIL TO: Brenda Young, Chair**  
**Student Affairs**  
**District Staff Excellence Awards Team**  
**Student Development/Research**  
**270 Union**  
[byoung@sa.utah.edu](mailto:byoung@sa.utah.edu)

TEL: 585-9727  
 FAX: 585-5114

**NOMINATIONS MUST BE RECEIVED**  
 on or BEFORE May 11th by 5:00 p.m. by  
 CAMPUS MAIL, by E-MAIL as an attachment,  
 or by FAX. Please make sure your  
 nomination forms are complete.  
**Incomplete nominations**  
**WILL NOT be accepted.**