

## **Procedures and Criteria for Selection of the Division of Agriculture, Forestry, and Veterinary Medicine Stellar Staff Awards**

1. **Awards Selection Committee Makeup and Responsibilities:** The Awards Selection Committee (hereafter “Committee”) shall be comprised of the Division of Agriculture, Forestry, and Veterinary Medicine (DAFVM) Staff Advisory Council members. The DAFVM Vice President in consultation with Committee shall select one individual from those members to serve as chair. The committee should have experience and an understanding of the duties associated with the “Support Staff” and “Professional Staff” categories.

The Committee will solicit nominations beginning May 1. The Committee will examine each nominee’s packet and assess its completeness and accuracy. The Committee will score and/or rank each nominee, provide a brief narrative critique, and provide recommendations to the DAFVM Vice President by July 1. Award recipients in each category will be selected by the DAFVM Vice President, in consultation with the Committee.

2. **Nominations:** Beginning on May 1, or shortly thereafter, the Committee will solicit nominations for the “Support Staff” and “Professional Staff” categories from the DAFVM units. It is recommended each unit should automatically nominate winners of its own individual outstanding staff awards, whenever applicable. Nomination packets must be completed and presented to the Committee by June 1. Committee members are excluded from being nominated while they serve on the Committee. Nominees will remain eligible for a total of three consecutive years. Previous winners are not eligible to be nominated again (A list of previous award winners will be posted on the DAFVM website [[www.dafvm.msstate.edu](http://www.dafvm.msstate.edu)]).
3. **Nomination Packets:** The completed application packet (including Nomination Form) for each nominee should not exceed 15 pages including letters added by the nominee’s direct supervisor (see below). The packet should include an up-to-date resume (3-5 pages maximum) and a maximum of three external and/or internal letters of support from individuals familiar with the nominee qualifications. The nominee’s direct supervisor must add a letter of support, and also have the option to provide up to two additional letters personally requested from outside sources. No additional supporting materials may be included. The nominator should clearly instruct the references that the selection criteria should emphasize a staff member who does an exceptional job in their duties, and also represents the DAFVM in a positive way. Also, awards criteria (see below) for each category must be considered. All nomination files and subsequent decisions must remain confidential.

4. **Awards Selection Criteria:** ONLY DAFVM FULL-TIME STAFF with a minimum of three years of employment at MSU are eligible. Although there may be nominees for each award category, the Committee can choose to recommend no award be given due to lack of any nominee with meritorious qualifications. Nominators are encouraged to stress how the nominees meet or exceed the following criteria. Recipients of DAFVM Stellar Staff Awards are to be selected based on the following criteria:

- A. Exemplifies professionalism and dedication to MSU by performing beyond the call of duty to improve the service, quality, and image of the DAFVM. Examples include:
  - ✓ Performs regular job description without any additional recognition or compensation
  - ✓ Dependable, polite and courteous with all they come in contact with
  - ✓ Courteous, friendly and positive in his/her representation of the DAFVM
  - ✓ Sets an outstanding and positive image of the DAFVM with events or committees in which they come in contact outside the Division
  - ✓ Outstanding concern and dedication to their profession
- B. Serves as a positive role model for faculty, staff and/or students. Examples include:
  - ✓ Sets an example of appropriate behavior by embracing leadership roles, mentoring, and/or being a team player
  - ✓ Seeks to motivate others to learn and exceed in his/her job; inspires others to be a part of the team
  - ✓ Directly or indirectly works to promote recruitment of students, faculty, and staff to be a part of the DAFVM
  - ✓ Is recognized as a role model for faculty, staff, and students
- C. Demonstrates outstanding accomplishments of significance based on initiative, cooperation, and ability to perform job successfully. Examples include:
  - ✓ Has created positive helpful input in projects or procedures for the unit/department
  - ✓ Takes initiative and is willing to give the extra effort to get the job done correctly
  - ✓ Has accomplishments noticed by others or made a difference in the lives of people
  - ✓ Has accomplishments recognized as original and innovative by peers
  - ✓ Provides an outstanding contribution to the exchange of information with professionals, peers, and the general public
- D. Demonstrates a high degree of competence and expertise. Examples include:
  - ✓ Exhibits competence/expertise in his/her job duties (recognized by peers as an expert)

- ✓ Seeks to learn new things and educate themselves about other ways of doing things and/or seeks advancement
- ✓ Has won an award, grant, or other similar form of recognition
- ✓ Has demonstrated outstanding service in the application of professional abilities, as a representative of Mississippi State University, to enhance the quality of life either within Mississippi, nationally, or internationally.

E. Participates in a university activity/committee or other community service projects. Examples include:

- ✓ Serves on a committee or committees within and/or outside the DAFVM
- ✓ Serves on committees outside the university
- ✓ Provides leadership to committees or outside professional organizations
- ✓ Exemplary service in the governance and operation of the Departments, Colleges, MAFES, FWRC, MSU-ES, DAFVM, and University that is distinguished by noteworthy service on various committees, boards, panels, task forces, and commissions

5. **Award Winners:** A winner from both the “Support Staff” and “Professional Staff” categories will be selected. These individuals shall be recognized during the DAFVM Summer Celebration. Each category winner will receive funding up to \$1,500 to participate in a professional society conference and/or professional development meeting/training. In addition, each winner will receive a \$250 award.