

Perkins College of Education Staff Excellence Award

The Staff Excellence award in the Perkins College of Education is intended to recognize the outstanding contributions of a staff member for an academic year (September 1st - August 31st)

Eligibility:

To be eligible for this award, an employee must meet the following criteria:

- Be a full-time, benefits-eligible staff member;
- Be employed at SFA for a period of at least one year as of August 31st;
- Has not received the award within the last three years;
- Be nominated by the PCOE community – self-nominations will not be accepted.

Criteria:

Nominees of the Perkins College of Education Staff Excellence Award should exemplify characteristics noted in the award criteria below.

- Exemplifies a perpetually positive attitude and helpfulness to others (with consideration to items such as effectiveness, timeliness, respect for others, etc.)
- Completes tasks thoroughly and accurately and problem-solves, as necessary, using knowledge and expertise
- Demonstrates evidence of successful, collaborative working relationships and displays an appreciation for diverse perspectives
- Exhibits a high degree of professionalism and a history of exceptional work performance
- Demonstrates initiative and a dedication to continuous improvement
- Demonstrates a commitment to furthering the mission of the Perkins College of Education.

Process: Each academic year, nominations for the PCOE Staff Excellence Award are accepted through February 15th. Nominations are submitted electronically using the Qualtrics link sent via email from the Dean's office.

A selection committee, consisting of two faculty representatives and five staff, will review the nominations and make the selection. These faculty and staff will be representative of units across the PCOE. The selection committee will be chaired by an individual selected from PCOE Leadership; the chair of the committee will not score an evaluation rubric.

The recipient of the PCOE Staff Excellence Award will be announced and honored at the PCOE Faculty and Staff Awards reception held in March.

Nomination Form in Qualtrics

Nominee:

Unit:

Nominated By:

Unit:

What is the nominee's key role in the unit?

Please list 3 reasons you believe this person is deserving of the PCOE Staff Excellence Award.

Please specifically detail one notable accomplishment of the nominee this year.

How does the nominee exemplify a perpetually positive attitude and helpfulness to others (with consideration to items such as effectiveness, timeliness, respect for others, etc.)?

How does the nominee complete tasks thoroughly and accurately and problem-solves, as necessary, using knowledge and expertise?

How does the nominee display successful, collaborative working relationships and an appreciation for diverse perspectives?

How does the nominee exhibit a high degree of professionalism and a history of exceptional work performance?

How does the nominee demonstrate initiative and a dedication to continuous improvement?

How does the nominee exemplify a commitment to furthering the mission of the Perkins College of Education?

Staff Award Rubric

Rating Scale:

4 = Evidence of exceptional performance and quality are clearly indicated

3 = Evidence of strong performance and quality are clearly indicated

2 = Evidence of reasonable performance and quality are clearly indicated

1 = Evidence of minimal performance and quality are clearly indicated

0 = No evidence of performance and quality are clearly indicated

Rating	Award Criteria
	Exemplifies a perpetually positive attitude and helpfulness to others (with consideration to items such as effectiveness, timeliness, respect for others, etc.)
	Completes tasks thoroughly and accurately and problem-solves, as necessary, using knowledge and expertise
	Evidence of successful, collaborative working relationships and displays an appreciation for diverse perspectives
	Exhibits a high degree of professionalism and a history of exceptional work performance
	Demonstrates initiative and a dedication to continuous improvement
	Demonstrates a commitment to furthering the mission of the Perkins College of Education
	TOTAL SCORE (24 pts possible)

*Modified from Jackson State University "Criteria for the Staff Excellence Award"