



## Fayetteville State University Awards for Excellence

### Program Overview

Fayetteville State University Awards for Excellence is the most prestigious honor bestowed upon non-faculty employees.

Fayetteville State University Awards for Excellence nomination process commences each year in May. The Awards for Excellence program recognizes the accomplishments and achievements of permanent, full-time Fayetteville State SHRA and EHRA-NF employees who do not hold faculty rank.

This is an excellent opportunity to recognize employees who make a significant contribution to their department, division, the University community or the lives of others. Please keep in mind that nominations may be submitted by anyone, even if the employee does not work in the same division/department. All nominations that fit the criteria are welcome!

The nominations will be reviewed and selected by committee members appointed by the Cabinet members. The SHRA and EHRA-NF employees, who are selected as winners will receive a plaque, leave time, recognition at the University's annual SHRA/EHRA-NF Employee Recognition Luncheon and possible submission to the Governor's Award for Excellence program.

The [Governor's Awards for Excellence Program](#) is designed to acknowledge and express appreciation for outstanding accomplishments that do not fall entirely within the scope of normal duties, but are in the nature of a major contribution reflecting credit on the person and State service. The meritorious service or accomplishment is so singularly outstanding that special recognition is justified.

The nomination form is attached and can be found on the [Employee Recognition Website](#). Please submit your nomination to the HR Department no later than **March 16, 2018 by 3:00p.m.**



### Awards for Excellence Application

Fayetteville State University Awards for Excellence is the most prestigious honor bestowed upon non-faculty employees. A written recommendation of why the individual is being nominated should be attached to this completed form and returned to the Human Resources Department. **The recommendation should include a 350-word (minimum) description. Please limit your written recommendation to two (2) single-spaced pages.** Nominees should have made major contributions reflecting credit on themselves and Fayetteville State University service. The services or accomplishments must be so outstanding that special recognition is justified.

#### Qualifications for award recipients are:

- Must be a permanent EHRA-NF or SHRA Fayetteville State employee for 12 months.
- Nominees must have no documented disciplinary actions against them within the preceding 18 months from date of issuance or have no active disciplinary actions pending.

#### Please select one of the following eligibility criteria that may apply to the recommendation:

1. **Outstanding Service**- Exhibited unselfish devotion to duty, far and above normal requirements.
2. **Innovations**- Initiated fruitful study and investigation or has successfully established new and outstanding methods, practices, plans or designs (such as implementation of programs or processes that reduce cost, increase productivity or substantially contribute to a positive student experience).
3. **Public Service**- Has made outstanding contributions by participating in or implementing community and public service projects (such as volunteering with various non-profit organizations).
4. **Safety/Heroism**- Demonstrated outstanding judgment or courage in an emergency; or meritorious action or service to prevent injury, loss of life or prevent damage to or loss of property.
5. **Human Relations**- Made outstanding contributions toward enhancing the quality and morale of the workplace.
6. **Customer Service**- Provided exceptional service that left customers fully satisfied with their experience.

Nominee's Name \_\_\_\_\_ Work Phone \_\_\_\_\_

Name of College/Unit \_\_\_\_\_ Position \_\_\_\_\_  
(SHRA) (EHRA)

Nominator Name \_\_\_\_\_ Work Phone \_\_\_\_\_

Please submit your nomination to the HR Department no later than **March 16, 2018 by 3:00p.m.**

HR use only:

Reviewed by Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

File Review: \_\_\_\_\_ Date: \_\_\_\_\_

- No Disciplinary actions on file
- Supervisor Approves
- Supervisor Disapproves
- Length of Employment