

**Academic Affairs**  
**Provost Award for Administrative Excellence**  
**2020-2021**

**Purpose**

This annual award is intended to honor two James Madison University classified **full-time** staff members and one **part-time** staff member in recognition of their exceptional service to the University and Academic Affairs.

**Eligibility Criteria**

- ❖ **Full-time Classified Staff Member:** Minimum of 12 consecutive months of employment with Academic Affairs. Must be employed by Academic Affairs at the time of the award.
- ❖ **Part-time Wage Staff Member:** Minimum of 12 months, out of the past 18 months, of employment with Academic Affairs. Must be employed by Academic Affairs at the time of the award.
- ❖ Recipient of award is eligible every 3 years.
- ❖ Staff Members must occupy one of the following job codes: 19011 (Administrative Office Specialist I), 19012 (Administrative Office Specialist II), 19013 (Administrative Office Specialist III), 19031 (Financial Services Specialist I), 19032 (Financial Services Specialist II) and 19221 (General Administration Supervisor I/Coordinator I) to be nominated.

**Nomination and Support Letters**

- ❖ Nomination Letter (any individual within Academic Affairs) - **Required**
- ❖ Letter of Support from nominee's immediate supervisor – **Required**
- ❖ Additional Letter of Support from outside of Academic Affairs - **Optional**

Nomination and Support Letters must include specific examples which illustrate how the nominee meets two or more of the Award Criteria (see below). Nomination and Support Letters should provide specific details including but not limited to:

- The period of time during which the contributions occurred
- How the employee's work or actions made a positive impact on the department/unit/college
- Specific examples of behavior demonstrating **two or more** of the Award Criteria

**Award Criteria**

Nominees will demonstrate a record of accomplishment or broad-based impact in **two or more** of the following areas:

- ❖ **Teamwork:** Exhibits successful, collaborative qualities that benefit their team; produces reliable coordinated service; contributes to the vision and mission of the unit and the university through building and maintaining partnerships.
- ❖ **Customer Service:** Consistently offers customers a high level of service and problem-solving; effectively communicates with customers about service, policies, and procedures; treats customers with respect and dignity.
- ❖ **Creativity and/or Innovation:** Produces results with increased productivity and efficiencies; uses creativity to generate new ideas; and/or cost saving strategies.
- ❖ **Professional Development:** Participates in professional development opportunities above and beyond those required to fulfill basic job responsibilities and uses this learning to increase job performance and enhance **departmental functioning**.
- ❖ **Leadership:** Demonstrates a "can do" attitude; takes ownership for problem-solving; willingly takes on tasks or takes on additional duties for the success of the team; acts to increase organizational effectiveness.

- ❖ **Administrative Star:** Actively contributes to the advancement of the university's mission and vision; improves efficiencies and effectiveness of the unit; brings expertise and experience to the table.

## Nominations

Nominations should be **electronically** submitted to the AAASAC Recognition Committee at [AA-ASAC@jmu.edu](mailto:AA-ASAC@jmu.edu) **The nomination letter and all other supporting letters should be submitted electronically in the same emailed nomination.**

The deadline for electronically submitting nominations is **Friday, February 12, 2021, at 5 p.m.** The AAASAC Recognition Committee (consisting of four members of AAASAC Council and one member of JMU's Human Resources department) will review all submissions and make recommendations to the AVP of Academic Initiatives & Planning.

## Award

The recipients of the Provost Award for Administrative Excellence will receive an honorarium of \$1,000.00 (Full-Time Classified Staff) and \$500.00 (Part-Time Wage Staff) and will be recognized at the Academic Affairs Awards and Recognition Luncheon and the Academic Affairs Administrative Assistants Appreciation Breakfast.

### AAASAC Recognition Committee Members:

Liana Bayne – Libraries – [baynelc@jmu.edu](mailto:baynelc@jmu.edu)

Julie Love – CHBS, Dean's Office – [lovejl@jmu.edu](mailto:lovejl@jmu.edu)

Melissa Rebich – CoE, Dean's Office – [rebichmm@jmu.edu](mailto:rebichmm@jmu.edu)

Kyra Shiflet – Office of Sponsored Programs – [shiflekl@jmu.edu](mailto:shiflekl@jmu.edu)



*To represent administrative employees, both full- and part-time, within Academic Affairs in the consideration of policies and practices that impact the direction of the unit.*