



College of Arts & Letters  
MICHIGAN STATE UNIVERSITY

# THE OUTSTANDING LEADERSHIP SUPPORT STAFF AWARD

**NOMINATION DEADLINE:**

April 15, 2019 | 5:00pm





# Nominations are now being sought for the 2019 College of Arts & Letters Outstanding Leadership Support Staff Award.

Established in 2018, this award recognizes a member of the support staff (CTU, APA, APSA) who embodies exceptional leadership by building community, nurturing a culture of care and support, exhibiting strong stewardship of institutional resources (time, talent, financial, etc.), and developing a shared vision of institutional excellence.

Nominees do not need to be in a supervisory position. Their strength as a leader can be demonstrated through participation on committees, as part of project teams, or through peer training and mentorship.

To be considered, the nominee should exhibit outstanding on-the-job performance that fulfills the award criteria.

The award recipient will receive a \$750 award and be recognized with a citation and an award plaque at the College of Arts & Letters Annual Awards Ceremony.

Past award recipients:  
2018 - Melissa Staub, Arts & Letters Dean's Office

## COMMITTEE:

Michele Burton, Linguistics & Languages, (APSA)  
Dustin DeFelice, Director, English Language Center  
Ken Deslover, Chief of Staff, (non-voting)  
Joy Franks, Philosophy, (APSA)  
Tom Hakes, Arts & Letters Dean's Office, (APA)  
Debby Mansel, Human Resources Director, (non-voting)  
Katlyn Wright, English, (CTU)

## AWARD CRITERIA

- Embodies a passion for ongoing high-quality performance improvement;
- Demonstrates a compassion for the betterment of others;
- Actively listens and directs people to resources;
- Understands and manages work assignments from a holistic point-of-view and helps others recognize how their contributions are part of a larger whole;
- Seeks to continuously improve CAL operations, as well as student and faculty experiences;
- Handles difficult situations and assignments with a high level of emotional intelligence and integrity;
- Personifies resilience, flexibility, and dependability;
- Builds and maintains a sense of community with colleagues within and across units by bringing people together for a common purpose;
- Promotes equity by welcoming and valuing a diversity of opinions in discussions, demonstrating acceptance of others, speaking up against marginalization and disrespect, and considering accessibility, diversity, and inclusivity in all aspects of job assignments.

## ELIGIBILITY

Must have completed the probationary or trial period for current position.

Eligibility restricted to regular support staff only (CTU, APA, APSA). On-call, temps and students are not eligible.

Nominators must be on the CAL payroll (i.e. a CAL employee).

Eligibility limited to every five years.

## CRITERIA FOR LETTERS OF RECOMMENDATION

Letters of support can come from across campus and should be written by someone with direct knowledge and experience interacting with the nominee.

Three to five letters of support (two pages or less) are required, not including the nominator.

## 2019 Nomination Form - College of Arts & Letters Outstanding Leadership Support Staff Award

To complete this form, type or print in black ink. Attach additional sheets if necessary.  
Along with the nomination form, please include the following:

3-5 letters of support  
Nominee's job description  
Nominee's current resume, if available

**New for 2019 - Please do not notify the nominee.**

For assistance or questions regarding the form or process, please call Deb Mansel at 517.432.1809.

Submit the nomination form and attachments electronically by 5pm April 15, 2019 to:  
[mansel@msu.edu](mailto:mansel@msu.edu)

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### Selection Process Notes:

- Individuals may be nominated by any member of the College of Arts & Letters community (co-worker, supervisor, faculty, or student).
- A nominee must be a regular, active employee in the College of Arts & Letters in a support staff position. Employee cannot be in a probationary or trial period by the nomination due date.
- Eligible employee groups are APSA, APA, and CTU. Past recipients are eligible every five years.
- Distinctive achievement in each category of the award will constitute the strongest case for selection. The committee will be cognizant, however, of particularly outstanding achievement in any one area.

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Nominee's Name: \_\_\_\_\_

Nominee's Department: \_\_\_\_\_ Position: \_\_\_\_\_

Nominee's Work Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

Employee Group (circle one):    APSA    APA    CTU

Nominee's Supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Your Name: \_\_\_\_\_ Department: \_\_\_\_\_

Work Address/Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Home Address/Phone: \_\_\_\_\_

Please describe nominee's job duties: \_\_\_\_\_

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