



College of Arts & Letters
MICHIGAN STATE UNIVERSITY

RISING STAR SUPPORT STAFF AWARD

NOMINATION DEADLINE:

April 30, 2020 | 5:00pm





Nominations are now being sought for the 2020 College of Arts & Letters Rising Star Support Staff Award.

Established in 2016, this award recognizes support staff members who have worked for MSU's College of Arts & Letters for one to three years and have shown promise early in their CAL careers with a potential for growth and advancement. It honors those staff members who have exhibited exemplary dedication to the mission of the College and Michigan State University while consistently demonstrating outstanding performance in fulfillment of their job responsibilities.

The award recipient will receive a \$500 award and be recognized with a citation and an award plaque at the College of Arts & Letters Annual Awards Ceremony.

Past award recipients:

2016 - Leann Dalimonte, Romance and Classical Studies
2017 - Suzanne Manuel Reed, Art, Art History, & Design
2018 - Jennifer Tetreau, Romance and Classical Studies
2019 - Sarah Jackson, Art, Art History, & Design

COMMITTEE:

Sara Allison, English, (APSA)
Ken Deslover, Chief of Staff, (non-voting)
Tom Hakes, Arts & Letters Dean's Office, (APA)
Jake Lathrop, Consultant, Central Human Resources
Sarah Jackson, Art, Art History, & Design, (APA)
Debby Mansel, Human Resources Director, (non-voting)
Yvette Puga, Writing, Rhetoric, & American Cultures, (CTU)
Trixie Smith, Director, The Writing Center

AWARD CRITERIA

Excellence in performance of job responsibilities.

Anticipates problems and takes or recommends preventative actions.

Takes initiative to network with outside resources.

Team Player.

Demonstrated potential for growth and advancement.

ELIGIBILITY

One to three years in the College of Arts & Letters (cannot be in a probationary or trial period).

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.

2020 Nomination Form - College of Arts & Letters Rising Star 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

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 5 pm, April 30, 2020 to:
mansel@msu.edu

Selection Process Notes:

Individuals may be nominated by any member of the College of Arts & Letters community (co-worker, supervisor, faculty, or student). Nominations by co-workers are encouraged.

A nominee must be a regular, active employee with one to three years service to the College of Arts & Letters in a support staff position.

Eligible employee groups are APSA, APA, and CTU.

Distinctive achievement in each of the rating categories will constitute the strongest case for selection. The committee will be cognizant, however, of particularly outstanding achievement in any one area.

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: _____
