

2007

Vice President for Agriculture and University Extension Staff Awards for Excellence

Three awards have been established by the Office of the Vice President for Agriculture and University Extension to recognize exceptional performance by staff members. The award categories are ***Charles and Linda Moses Professional Staff Award for Excellence, Rick and Jody Burgum Technical Staff Award for Excellence, and Donald and Jo Anderson Clerical Staff Award for Excellence.***

Attached are criteria for submitting nominations in each of the categories. Criteria differ from category to category, so please read carefully. Use the appropriate criteria page as a cover sheet for each nomination. Do not use three-ring notebooks - simply bind with staple or clip.

If you have questions about the award category for which an individual is eligible to be nominated, please contact the Office of the Vice President for Agriculture and University Extension at 231-7656.

Six copies (original plus five) of each nomination should be submitted no later than Friday, November 16. Submit nominations to the Office of the Vice President, Morrill 314, NDSU, Fargo, ND 58105.

All nominees will be recognized at an awards ceremony December 19 — the 2007 award recipient will receive a \$1,000 honorarium.

**Vice President for Agriculture and University Extension
2007 Donald and Jo Anderson Clerical Staff Award for Excellence**

This annual award recognizes significant contributions to the mission of NDSU agriculture. The purpose is to encourage and reward excellence in job performance by clerical staff. Selection will be based on significant contributions by the nominee to the mission of the College of Agriculture, Food Systems, and Natural Resources; N.D. Agricultural Experiment Station; and the NDSU Extension Service.

Eligibility

- Nominee must have at least three years of continuous service in a clerical staff position with an appointment in the college, station, or extension service. On- and off-campus staff members are eligible.
- Nominations for the Clerical Staff Award will be accepted from any employee, but are limited to one nominee per department or unit.

Nominations should include

- A copy of this page as a cover sheet.
- Nomination letter - not to exceed three pages. Should state which award the individual is nominated for and address:
 - Nature of the contribution - succinct summary and evaluation of the nominee's significant contributions to the NDSU ag mission and their impact on the program. Explain why the nominee is especially well qualified to receive this award.
 - Job performance, effectiveness, organization and professional qualities.
 - Personal interactive qualities (i.e., dependability, initiative, judgment, creativity, communication skills, cooperation with co-workers, etc.).
 - Commitment to NDSU agriculture.
 - Commitment to professional growth/job development (courses, workshops, etc.).
 - Additional pertinent information (awards, special circumstances, etc.).
- Employment record (position, date of appointment, changes in employment status).
- Current job description.
- Letters of support (maximum of four): unit head (i.e., chair, district director, program leader); two professional staff members or faculty; one support staff member. It is preferred that the letters not exceed one page in length.

Nominee's name and position title _____

Name and title of nominator _____

Signature of nominator _____

Date _____

Submit six copies of each nomination to the Office of the Vice President, 314 Morrill Hall, NDSU, Fargo, ND 58105 no later than 5 p.m., Friday, November 16, 2007.