

The Buzz Awards

2014 IVAN ALLEN COLLEGE STAFF AWARDS

Purpose:

To recognize and celebrate the extraordinary professional contributions and quality service of the Ivan Allen College of Liberal Arts staff members, and their role in advancing the mission and strategic goals of the College and the Georgia Institute of Technology.

Awards:

Administrative Services Award – 3 awards at \$1000.00 each

Student Services Award – 2 awards at \$1000.00 each

Eligibility:

Any regular staff member or academic professional with a minimum of 1 year of continuous, regular service within Ivan Allen College schools, ROTC units, the dean's office and IT, is eligible to be nominated, provided that he/she is in good standing with his/her respective unit, the college, and the institute. Winners from the previous year are not eligible.

Nomination Criteria:

1. Administrative Services Award

Recipients will be selected on the merits and strengths of their contributions from the past calendar year (FY2013-14), to include:

- Providing outstanding and ongoing excellence in services to faculty, staff, students, and/or other customers.
- Developing innovative solutions to problems that result in significantly more effective and efficient department or university operations.
- Enhancing the quality of work-life in ways that make a significant difference for colleagues or customers.
- Setting an example of leadership, commitment and a strong work ethic.

2. Student Services Award

Recipients will be selected on the merits and strengths of their contributions from the past calendar year (FY2013-2014), to include:

- Committed to improve our students daily life on campus.
- Encouraging students to identify and reach their true potential.
- Developing innovative solutions to problems that result in significantly more effective and efficient department or university operations.
- Setting an example of leadership, commitment and a strong work ethic.

Nomination Process:

To nominate a staff member for an award, please submit the nomination by email attachment to staffaward@iac.gatech.edu or by campus mail to Staff Award/IAC 0525 by the close of business on **April 4, 2014:**

1. A completed nomination form (on following page).
2. A statement from the person submitting the nomination. This statement should cite specific accomplishments and services of the nominee.
3. Two letters of support from anyone who has personal knowledge of and who has benefited from the nominee's services. These should also cite specific accomplishments and services of the nominee.
4. The final submission will contain a total of four documents (nomination form, nominator's statement, and two support letters. Packages not adhering to the prescribed format will not be considered.

All nominations, corresponding forms, and pursuant discussions will be kept confidential before, during, and after the selection process.

Ivan Allen College Staff Award Nomination Form

Nominee Information:

Name:

Email:

Position:

Unit:

Phone:

Nominator Information:

Name:

Email:

Title:

Unit:

Phone:

Which award are you nominating this staff member for?

Administrative Services Award _____

Student Services Award _____

1. Provide a brief statement of the nominee's involvement according to the selection criteria and why you believe they should receive the award.
2. Provide two letters of support from anyone who has personal knowledge of and who has benefited from the nominee's services.

Send complete nomination package by email attachment to staffaward@iac.gatech.edu or by campus mail to Staff Award/IAC 0525.