



THE OFFICE OF ACADEMIC AFFAIRS

2013 Award for Exemplary University Service

Criteria and Nomination Process

The Awards

The University of Akron will recognize employees whose contributions to the development and implementation of University policies and programs have been extensive and have made a documentable impact on the quality of the University through significant and sustained service with the *Award for Exemplary University Service*. To provide encouragement and incentive for continued excellence in service, the 2013 awards will include a \$1,000 honorarium as well as \$1,000 for professional development activities.

Eligibility

All full-time University of Akron contract professionals and staff employed by the University for at least five years are eligible for consideration for an *Award for Exemplary Service*. This award requires documented evidence of an impact on the quality of the University through significant and sustained service. Nominees will have exhibited leadership and should have evidence of continuing effectiveness in their job responsibilities.

Nomination Process

Nominations should include a cover letter and a support portfolio, including a current professional vita. An awards committee will be established comprised of contract professionals and staff; committee members will evaluate all nominations and submit a list of finalists to the Senior Vice President & Provost and COO who will then select two recipients for this year's award.

Nominations must be submitted no later than March 1, 2013; those received thereafter will not be considered.

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2013 Exemplary University Service Nomination Process

General Criteria

The Office of Academic Affairs recognizes that outstanding University Service can take many forms. Thus, the following general guidelines are provided to help you identify and formulate nomination letters for potential candidates.

Nomination letters should be no more than three (3) pages long, double-spaced.

A recipient of the Award for Exemplary University Service demonstrates exceptional:

- **Accomplishments**—in his/her area of responsibility, the recipient has made outstanding contributions to the University's goals as delineated in *Vision 2020*.
- **Administrative achievement**—the recipient contributes to the development and implementation of University policies and programs that have had a significant impact.
- **Creativity**—ability to adapt/develop new solutions to the ever-changing needs of the University, its students, and constituents.
- **Service including mentoring, advising, cooperation with other units on campus**—in his/her position, the recipient has contributed to the success of the University through cooperation with other units, helping students and colleagues succeed, developing programs worthy of recognition, etc.

Please Submit Nominations by Thursday, March 1, 2013 to:

**Exemplary University Service Awards Committee
Office of Academic Affairs
Buchtel Hall 102
The University of Akron
Akron, OH 44325-4703**