

TO: PVM Faculty and Staff

FROM: S. Kathleen Salisbury, Associate Dean for Academic Affairs

Kathy

DATE: January 12, 2016

RE: 2016 Outstanding Staff Award in the College of Veterinary Medicine

Attached is a nomination form for the "Outstanding Staff Award" designed to honor performance, contributions, and accomplishments of a non-faculty member of the PVM family. The award has been given since 1988. Award recipients from the past five years are Nicole Rosen, Cindy Sterrett, Donna Tudor, Ingrid Schoenlein, Bob Vaughn, Karen Crane, Lindsey Fourez, Amanda Schoolcraft, and Cindy Voglewede.

The reference document is ADMIN. DOC. 18, which was revised 5/11/2000 to allow for two awards to be given each year, one for nominees from the Veterinary Teaching Hospital and Veterinary Clinical Sciences Department and one for nominees from Basic Medical Sciences, Veterinary Administration, Comparative Pathobiology, ADDL, CPR, and the Veterinary Medical Library. Briefly, all non-faculty permanent employees not primarily engaged in research-related activities of the College and its direct associated organizations are eligible for nomination, and they and the PVM faculty are eligible to submit nominations.

I'm sure that any member of the Selection Committee will be happy to respond to questions. The Selection Committee members and the Dean's Office are willing to work with you in completing the nomination, since some information might be more readily available to us than to you.

The nominator should assemble and submit the nomination including all letters of support. All support letters must be dated and include original signatures.

The Selection Committee makes the final choice, and the award is to be presented at a special ceremony to be held in late spring. We are requesting that nominations be submitted to Carlene Linn in the Dean's Office (LYNN 1176) by Monday, February 22, 2016.

SKS/crl
Attachments



**THE OUTSTANDING STAFF AWARD
IN THE COLLEGE OF VETERINARY MEDICINE**

**Nomination Form
2016**

My nominee for 2016 is: _____

The category/categories of this nomination is/are:

- ___ A. Excellence in service to the students, staff, faculty, and other constituencies of the College.
- ___ B. Excellence in enhancing the image of this College with its public.
- ___ C. Excellence in public and professional services and relations.
- ___ D. Exceptional performance of assigned duties above and beyond that ordinarily expected of the position.

Please attach written documentation of evidence of excellence in the category/categories identified above (unsolicited and solicited letters, citations, compliments, awards and accomplishments). Not only should there be a citation of accomplishments and recognitions, but also an explanation of these as they support the concept of excellence. See Administrative Document #18 for additional information.

Signature of Nominator

Date

**PLEASE SUBMIT THE NOMINATION TO CARLENE LINN IN THE
DEAN'S OFFICE (LYNN 1176) BY MONDAY, FEBRUARY 22, 2016.**

The Selection Committee for 2016 is:

Tessa Meland, DVM Class of 2016
Margaret Miller, CPB
Kathy Salisbury, chair
Amanda Schoolcraft, VAD/VCS
Donna Tudor, VTH

**The Establishment of the Outstanding Staff Award
in the College of Veterinary Medicine**

Background: In December of 1984, Dr. Carl Osborne (a distinguished alumnus of this College) and his wife gave a sum of money to the College for the purpose of recognizing excellence of endeavors of employees of the College who are not faculty members. The Osbornes' intent was that the income from investment of the gift be used to support an award. A planning committee was appointed by the Office of the Dean to develop a strategy for carrying out the Osbornes' wishes. Its recommendation was that a non-faculty staff member be identified and publicly recognized annually for performance of excellence by a suitable award mechanism. The Administrative Group of the College, after considering these recommendations in detail, accepts them and recommends the establishment of the Outstanding Staff Award in the College of Veterinary Medicine.

Eligibility:

1. All non-faculty permanent employees not primarily engaged in research-related activities of the PVM and directly associated units (including but not limited to the Animal Disease Diagnostic Laboratory, the PVM Research Animal Facility, the PVM Business Office, and the Veterinary Medical Library).
2. Recipients of the award shall be ineligible for reconsideration during the following five years.

Criteria for Selection:

1. Any number of eligible staff members may be nominated to the Selection Committee.
2. There shall be no more than two awards per year. One award will be limited to nominees from the Veterinary Teaching Hospital and Veterinary Clinical Sciences Department. The other award will be limited to nominees from the Basic Medical Sciences Department, Veterinary Administration Department, Comparative Pathobiology Department, Center for Paralysis Research, the Animal Disease Diagnostic Laboratory and the Veterinary Medical Library.
3. Criteria for selection are the judged performances and contribution in one or more of the following:
 - A. Excellence in service to the students, staff, faculty, and other constituencies of the College.
 - B. Excellence in enhancing the image of the College with its public.

C. Excellence in public and professional services and relations.

D. Exceptional performance of assigned duties above and beyond that ordinarily expected of the position.

Procedures:

1. A nomination form will be developed and distributed to the faculty and staff of the PVM by the Dean's Office in mid-January of each year.
2. Nominations with attendant documentation will be due in the Office of the Dean by a date specified on the nomination form (approximately mid-February). Documentation is extremely important. The nomination document should include the nomination form and letters of support (maximum of four). If applicable, letters from students or from external constituents (such as clients or individuals from other offices on- or off-campus with whom the nominee has contact) should be included along with letters from individuals within the PVM.
3. All nomination materials will be duplicated and distributed to the Selection Committee following the due date in the Office of the Dean.
4. The Selection Committee shall consist of one member of the PVM administration, one member of the PVM faculty, two members of non-faculty staff of PVM, and one DVM or veterinary technology student. The Office of the Dean will appoint replacements to the committee for a two-year term (both one- and two-year appointments the first year will ensure continuity of part of the committee) and designate the chairperson.
5. The Selection Committee will consider all nominations received and will act in time to have the necessary material prepared for presentation at a suitable occasion in April or May.
6. In case there are no nominations, or if in the opinion of the Selection Committee, only one or none of those nominated qualify, only one or no awards will be made that year.

The Award:

1. The award(s) will be made during a special ceremony in the spring and at a time and place when the awardees' peers can be present.
2. The award(s) shall consist of:
 - A. An individual plaque presented to the awardees.
 - B. A check for \$1,000.00.
 - C. The recipients' names will be placed on an engraved master plaque, which shall hang in a conspicuous place in the College of Veterinary Medicine.