

INSTRUCTIONS FOR SUBMITTING A MERIT AWARD NOMINATION

1. Who is eligible to be nominated for a Merit Award?

- A. Staff of the Year Award – Staff who have worked full-time at the University for a minimum of two years.
- B. Educator of the Year Award – Faculty or HBS Professional Adjuncts who have worked full-time for the University a minimum of two years.
- C. Employees at the Vice Presidential level and above and recipients during the last three years are not eligible to be nominated for any of the awards.

ADU Human Resources Department will publish the official list of eligible employees.

Full-time employee of ADU before 8/15/2014

2. Who is eligible to make a nomination for a Merit Award?

- A. Nominations for the Staff of the Year Award may be made by any full-time ADU employee or HBS Professional Adjuncts.
- B. Nominations for the Educator of the Year Award may be made by any full-time ADU employee or HBS Professional Adjunct.
- C. Nominations may be made only for other individuals and not for oneself.

3. What is the process for nominating someone for an award?

- A. Read and respond to the criteria of the relevant award. Address the stated criteria for which you have knowledge. In making recommendations from among the nominees, the Merit Awards Committee will consider the accomplishments demonstrated during the previous twelve months only.

Follow the link to complete the appropriate nomination form:

➤ **Staff of the Year Form:** https://adu.qualtrics.com/SE/?SID=SV_9Nc8y8o1suVHvVP

➤ **Educator of the Year Form:** https://adu.qualtrics.com/SE/?SID=SV_38cHHKMBzIije3X

- B. Email documentation that provides support or evidence for the nomination to meritawards@my.adu.edu
The Merit Awards Committee will seek no further documentation beyond the documentation submitted by the nominator. You may notify your nominee to request further information or documentation.

Documents for Staff of the Year Award may include:

- A list of service the nominee has provided to students, faculty/staff and/or community.
- Letters from colleagues or students (maximum 3 letters).
- Committee participation and possible chair recommendations (Can be included in your supporting letters).

Documents for Educator of the Year may include:

- Letters from colleagues or students (maximum 3 letters).
- Abstracts of publications, presentations or posters.
- A list of service the nominee has provided to students, faculty/staff, and/or community.
- Committee participation and possible chair recommendations (Can be included in your supporting letters).
- Abstracts of scholarship and professional service.

Please specify name and award with each document in your email.

- C. Nomination forms and supporting documentation are due each year by the specified date relayed via email.

The Merit Awards Committee sincerely **thanks you** for devoting your time and personal effort to recognize a worthy colleague. *Your confidentiality as a nominator will be honored and preserved by the Committee.*