



# INDIANA UNIVERSITY FORT WAYNE

## IU Fort Wayne Staff Service Award

*Annually, the Staff Council will acknowledge and award a full-time or part-time staff member for their **attitude, loyalty, teamwork, and contribution** to the mission, goals, and strategic initiatives of Indiana University Fort Wayne.*

### **Criteria**

The recipient of the IUFW Staff Service Award is selected on the basis of his or her attitude, acts of loyalty, teamwork, and contribution to the mission, goals, and strategic initiatives of IUFW outlined in following categories:

- **Attitude**  
Display a positive, personal and professional interaction with co-workers, faculty, students, and visitors. Honor the responsibilities of individual duties.
- **Loyalty**  
Demonstrate integrity and commitment to the success and future of IUFW.
- **Teamwork**  
Work well with others to reach common goals and complete tasks.
- **Contribution**  
Aid the university in fulfilling its mission, goals, and initiatives through personal and professional acts.

### **Nominations, Guidelines, and Timeframes**

- All full-time or part-time staff are eligible for nomination (excluding student employees).

- An individual may only win once every three (3) years.
- Any member of the IUFW community (i.e., faculty, staff, or student) may make a nomination.
- Self-nominations are not accepted.
- All nominees will be evaluated based on the nomination criteria listed above.
- Nominations will open on November 1<sup>st</sup> annually.
- Nominations will be open for a specific timeframe announced each year.
- Nominations are submitted using the nomination application form via email to Creasie Hill at [hill4@iufw.edu](mailto:hill4@iufw.edu), or delivered to Neff 142A by 5pm on the final day of the announced nomination period.
- Nomination forms must be completed with the name of the nominee and a narrative describing how they meet the criteria.
- Nominations are submitted and reviewed by the Staff Council Nominations Committee.

### **Awarding Committee**

- The award recipient is determined by the Staff Council Nominations Committee, The Associate Vice Chancellor, and a Representative of the IUFW Faculty Council.
- After nominations close and the winner determined, the reviewing committee will submit the winner's information to the Staff Council Treasurer for the purchasing/ordering of the award.
- The winner's name, award, and certificate is given to the Associate Vice Chancellor to be announced and awarded during the next IUFW Assembly.

### **Award**

- Award recipients will receive a personal trophy award, a certificate commemorating their accomplishment, and their name and picture on the Staff Council website.

*This award was created and outlined by the Awards and Recognition Committee of the IUFW Staff Council. Any proposed changes to this award are submitted to this committee for review and approval.*