



Nicholls State University

OFFICE OF HUMAN RESOURCES

P.O. Box 2105 Thibodaux, LA 70310 • T 985-448-4050 F 985-449-7026 • www.nicholls.edu

Electronic Notice

TO: All Department Heads, Deans and Faculty
The Nicholls Worth
Student Organizations – c/o Student Life
Alumni Affairs
Inside NSU
All other NSU Departments

FR: Steven H. Kenney, Jr.
AVP for Human Resources & Chief Diversity and Inclusion Officer

RE: Presidential Award for Professional Staff

It is time to call for nominations for the Presidential Award for Professional Staff.

All full-time professional unclassified staff, excluding Vice Presidents, Associate Vice Presidents, Assistant Vice Presidents, and Deans, with at least five consecutive years of professional unclassified service at Nicholls State University is eligible. Attached for your reviews are the guidelines/procedures, form for nomination, and a list of eligible staff. Past award recipients are not eligible.

The nomination deadline, to submit complete nominations is April 10, 2020. All nominations should be submitted in a sealed envelope to the Office of Human Resources, attention Steven Kenney. All recommendations/nominations will be forwarded to the Presidential Award for Professional Staff Screening Committee, to screen for final recommendation to the President.

Attachment: Recommendation/Nomination Form



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Presidential Award for Professional Staff

Eligibility:

- All full-time professional unclassified staff, excluding Vice Presidents, Associate Vice Presidents, Assistant Vice Presidents and Deans, with at least five consecutive years of professional unclassified staff service at Nicholls State University is eligible. Past award recipients are not eligible.

Nominations May Be Submitted By:

- Alumni
- Students
- Faculty/Staff

Nomination Process and Procedure:

The Office of Human Resources will call for nominations by notice in The Nicholls Worth, student organizations/groups, Nicholls Alumni Federation, Inside NSU, and written memorandum to all faculty/staff members. Nomination packets should be submitted in the form of a letter, identifying the nominator, the nominee, and the reasons the nominee should be considered for the award.

- The Office of Human Resources will collect nomination form(s).
- The screening committee, using the published criteria, will make the final recommendations to the University President.

Criteria to Be Considered (not all-inclusive):

- Excellence in job performance
- Service to the University outside the scope of employment
- Service to the community
- Professional leadership
- Efforts in advancing the mission of the University
- Interaction with students, faculty/staff
- Promotion of the University

Other areas of consideration (examples)

- Number of years of service at NSU
- Attitude toward their Job
- Attendance and support of extracurricular functions relating to NSU
- Any other criteria the writer feels will support his/her nomination

Award:

- A framed certificate
- Recipient will receive a \$1000 increase in salary at the start of the next fiscal year.



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Presidential Award for Professional Staff Recommendation/Nomination Form

Nominee Information:

Name: _____ Department: _____

Job Title: _____

Date of Employment: _____

The following criteria will be used by the Presidential Award for Professional Staff Selection Committee in the evaluation of all nominations submitted. It is important to provide information for each criterion, where applicable, in order to provide the committee with the most information possible regarding your candidate.

This form is to serve as a cover page for recommendations. It is encouraged that any supporting information/documentation be attached to this nomination form; including but not limited to comments on the attached sheet, recommendation letters, résumés, newspaper articles, or copies of community service activities. Please feel free to contact the individual you wish to nominate to obtain any supporting information such as résumés, outside community activities, etc.

Necessary Criteria: (Please provide evidence of each criteria)

- _____ Excellence in job performance
- _____ Service to the university outside the scope of employment
- _____ Service to the community
- _____ Professional leadership
- _____ Efforts in advancing the mission of the university
- _____ Interaction with students, faculty, and/or staff
- _____ Promotion of the university

Recommendation provided by:

University Affiliation
Please Check One:

Print Name

Alumni _____

Signature

Student _____

Contact Information

Faculty or Staff Member _____



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*Presidential Award for Professional Staff
Recommendation/Nomination Form*

Nomination Criteria Comments

Excellence in job performance:

Service to the University outside the scope of employment:

Service to the community:

Professional leadership:

Efforts in advancing the mission of the university:

Interaction with students, faculty, and/or staff:

Promotion of the university: