



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 Academic Administrator Excellence

It is time to call for nominations for the Presidential Award for Academic Administrator Excellence.

All full-time academic department heads, with five total years (five years completed at the time of application) of administrative service at Nicholls State University, are eligible. Attached for your review are the guidelines and procedures for nomination.

The nomination deadline, to submit to the appropriate dean, is May 14, 2021. Following the prescribed procedure, the academic dean should submit all the required information by May 28, 2021 in a sealed envelope to the Office of Human Resources, attention Steven Kenney. All recommendations/nominations will be forwarded to the Academic Administrator Excellence Screening Committee Chair, to screen for final recommendation to the President.

The award will be presented at the Faculty Institute in the fall.

Attachment: Recommendation/Nomination Form



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Presidential Award for Academic Administrator Excellence

Eligibility

All full-time academic department heads, with five total years (five years completed at the time of application) of administrative service at Nicholls State University are eligible.

Nominations

A department head may be nominated by

- A student
- An alumnus/alumna
- A faculty member
- A department head
- A dean

In order to be nominated, a minimum of 2 of the above-nominated categories is required.

When to Nominate

The nominations will take place during the period of administrative evaluation of faculty and will follow the calendar published by the Office of the Vice President for Academic Affairs.

The Office of Human Resources will call for nominations by

- Releasing a notice to the student publication *The Nicholls Worth* and to student organizations
- Releasing a notice to Nicholls alumni through the alumni association's publication *The Colonel*
- Writing a memorandum to all deans, department heads, and faculty members and releasing a notice to *Inside NSU*.

Nomination Procedure

Nominations should be forwarded to the Dean of Department Head's college.

Using an appropriate form, the Dean will notify the department head of the nomination. The form will contain a checklist of what the nominee must provide to support the forwarding of the dossier. This checklist is available through the Academic Deans or the Office of Academic Affairs.

The academic Dean will then validate the criteria necessary to support the nomination and, in addition, the Dean will evaluate and compose an official recommendation.



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The academic Dean will forward the nomination with an official recommendation, complete with the academic Department Head's dossier, to the Office of Human Resources. All completed packets will be provided to the president's committee to screen.

The screening committee, using the published criteria, will make the final recommendation to the University President.

The screening committee will be comprised of the Vice President for Academic Affairs, Deans of academic units, which have department heads, the Student Government Association President, or his/her appointee, and Faculty Senate President, or his/her appointee.

Necessary Criteria

Nominations should be supported by outstanding administrative evaluations for the past five years. The department head shall have received a rating of excellent (or the departmental equivalent) in the area of administration.

Leadership excellence demonstrated through

- Assessment
 1. Effectively determine processes are in place in fulfillment of Mission.
 2. Provide the leadership to maintain periodic assessment of these processes.
 3. Make changes where appropriate.

- Departmental activities
 1. Budget
 2. Personnel
 3. Class Schedules
 4. Professional Involvement
 5. Property Control
 6. Student Majors
 7. Courses and Curricula
 8. Outcome Measures
 - a. Grants applied for and grants received in department
 - b. Number and type of faculty publications
 - c. New initiatives in the department (university courses, etc.)
 - d. Efforts to promote effective teaching
 - e. Retention and recruitment efforts

- Miscellaneous
 1. Serve in special committees of department heads in the college or university (where requested).
 2. Participate in grant or special funds requests for the department and/or its faculty.



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3. Host special programs as requested by industry or other groups, welcome groups to the campus.
4. Other

Award

The department head selected will receive

- An appropriate framed certificate.
- The recipient will receive a \$1000 increase in salary.



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*Presidential Award for Academic Administrator Excellence
Recommendation/Nomination Form*

Name: _____

College: _____ Department: _____

Academic Rank: _____ Date of Employment: _____

Current responsibilities, assignment, or position (as applicable):

Please check in the space provided to the left (below) the attributes and criteria that have been addressed in the recommendation/nomination. This form is to serve as cover for letters of recommendations/nominations.

Necessary Criteria:

____ Outstanding Administrative Evaluations for the past five years

____ Received a rating of excellent (or departmental equivalent) in the area administration

Leadership Excellence Demonstrated Through:

Assessment

____ Effectively determine processes are in place in fulfillment of Mission.

____ Provide the leadership to maintain periodic assessment of these processes.

____ Make changes where appropriate.

Departmental Activities

____ Budget

____ Personnel

____ Class Schedules



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- ____ Professional Involvement
- ____ Property Control
- ____ Student Majors
- ____ Courses and Curricula
- ____ Outcome Measures
- ____ Grants applied for and grants received in department
- ____ Number and type of faculty publications
- ____ New initiatives in the department (university courses, etc.)
- ____ Efforts to promote effective teaching
- ____ Retention and recruitment efforts

Miscellaneous

- ____ Serve in special committees of department heads in the college or university (where requested)
- ____ Participate in grant or special funds requests for the department and/or its faculty
- ____ Host special programs as requested by industry or other groups, welcome groups to the campus
- ____ Other

Recommended:

Faculty: _____ Date: _____

Department Head: _____ Date: _____

Dean: _____ Date: _____