

**Florida State University
The Division of Academic Affairs
2018 Nomination Form**

The diverse culture of the employees of our Division provides our students, faculty, administration and other staff members with excellent customer service and personalized attention. The Academic Affairs Awards Program promotes formal recognition for meritorious service exhibited by employees in the award categories listed below.

Nominations are due no later than April 6, 2018.

Please nominate an exemplary employee for recognition within one of the following award categories:

Administrative Services
Budget and Financial Services
Cultural Arts Services
Library, Media and Communications Services
Scientific and Research Services
Student Services
Technology Services

I, _____, wish to nominate:
Please Print YOUR Name

NAME OF NOMINEE: _____

NOMINEE'S TITLE: _____

NOMINEE IS: _____ USPS _____ A&P (faculty/specialized faculty not eligible)

DEPARTMENT/COLLEGE/ETC.: _____

For the _____ Services Award.
Name of an Award Category listed above

Why do you feel this person is deserving of the award? (If additional space is needed, please attach sheets to this form.)

YOUR SIGNATURE: _____ Campus Phone: _____

Return this form and any attachments to:

Academic Affairs Awards Committee
c/o Provost's Office, 212 WES, MC: 1310
or via email to mvanos@fsu.edu

Exemplary Service Award Categories

Administrative Services – Positions provide administrative or professional support for departments, programs, divisions, and other organizational units. Individuals assigned to positions in this job family perform work directly related to business operations and administration to include human resources, management, and clerical support.

Criteria: Nomination should include a description of the achievement and the resulting impact to the department, college, division or university.

Budget and Financial Services – Positions provide financial support for budget and financial services. Individuals assigned to positions in this job family perform work related to accounting, budgeting, reconciliation, contract and grants management, and general fiscal assistance within the Division of Academic Affairs.

Criteria: Nomination should include a description of the achievement and the resulting impact to the department, college, division or university.

Cultural Arts Services – Positions provide direction and support for museum and cultural arts administration, exhibits, programs, and productions. Individuals assigned to positions in this job family support the arts, dance, music, theater, and museum operations.

Criteria: Nomination should include a description of the achievement and the resulting impact to the department, college, division or university.

Library, Media and Communications Services – Positions provide direction and support for library and information services. Individuals assigned to positions in this job family support written, visual, electronic, or broadcast media communications, library activities, information dissemination, and provide marketing services.

Criteria: Nomination should include a description of the achievement and the resulting impact to the department, college, division or university.

Scientific and Research Services – Positions provide direction and support for scientific and research activities. Individuals assigned to positions in this job family are responsible for supporting or conducting scientific research, instruction, and the collection, analysis, and reporting of data.

Criteria: Nomination should include a description of the achievement and the resulting impact to the department, college, division or university.

Student Services – Positions provide direction and support for student affairs programs and services including academic, cultural, social, and enrichment areas. Individuals assigned to positions in this job family provide assistance to students, parents, and staff to include enrollment management, housing, campus recreation, student activities, career development, and academic programs.

Criteria: Nomination should include a description of the achievement and the resulting impact to the department, college, division or university.

Technology Services – Positions provide direction and support for computer based information and communication systems. Individuals assigned to positions in this job family perform work related to technical support, programming and development, database administration, network communications and administration, and systems analysis.

Criteria: Nomination should include a description of the achievement and the resulting impact to the department, college, division or university.

Questions? Call or e-mail Maggi Vanos, Provost's Office, 4-3032 or mvanos@admin.fsu.edu.