

## **Administrative & Staff Merit Award Guidelines**

Nominations for the Administrative and Staff Merit Awards can be submitted by any administrator, staff or faculty member for any full or part time administrative or staff employee. Nominations should be made for service, special event, and justice awards reflecting work performed in the **prior** academic year. Nominations should be submitted using the online [Nomination Form](http://www.sju.edu/int/admin/asc/events/servicesaward.html) (<http://www.sju.edu/int/admin/asc/events/servicesaward.html>). Members of the Administrative Staff Council will be responsible for selecting the award recipients.

Note: Members of the ASC *are not eligible* for awards based on the work they do for the Council.

### **Service Awards**

*(3 Staff, 3 Administrators)*

Nominations for staff and administrators who have exhibited some or many of the characteristics noted below in the past academic year.

Categories that apply to nominee:

- Sustains exceptional job performance
- Supports the mission of SJU in particularly extraordinary ways
- Provides excellent internal and/or external customer service
- Enhances the university's image
- Exhibits initiative and creativity
- Demonstrates special effort toward improving Saint Joseph's University for the benefit of students, faculty, staff, alumni, and other University associates

### **Special Event/Initiative Award**

*(1 Staff, 1 Administrator)*

Nominations for a Special Event/Initiative Award can be submitted for any employee who played a significant role in the planning/execution of a special event or initiative, outside of daily job responsibilities, that positively impacts Saint Joseph's University.

Examples may include:

- Employees who initiate a new program within their department that they have either been directed to do or have taken initiative on their own to create that falls outside of their daily job responsibilities
- Employees who lead or provide significant support for an event

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## **Justice Award**

*(1 Award for a Staff or an Administrator)*

Nominations for the justice award can be submitted either for an administrative or staff employee. Candidates for the award may:

Actively participate in activities relating to issues of faith and justice among members of the community of Saint Joseph's that fall outside of daily job responsibilities

Demonstrate commitment to social justice and effective leadership on behalf of progressive causes such as gender equity, cultural diversity, environmental sustainability, economic fairness, universal access to education and health care, global citizenship, free expression, and peace