**Minnesota State Colleges and Universities** **Board of Trustees’**

**Professional Excellence Award for Administrative Service Facult**y

Southwest Minnesota State University

October 1, 2019

**Purpose:**

The Board of Trustees Professional Excellence Award for Administrative Service Faculty is intended to recognize outstanding service to our universities and to the Minnesota State Colleges and Universities system. The award proclaims, on behalf of the entire system, the Board of Trustees’ pride in the dedication and accomplishment of service faculty in contributing to students’ growth and development. The award recognizes the key role that service faculty fulfill at our system’s universities in advising and counseling students, in the recruitment, retention, and placement of students; in residential life programming, facilitation of student groups and student leadership, and other involvement in university and community activities. The award reflects the commitment of the system to serving the citizens of Minnesota by providing the best college and university instruction.

**Award:**

Nominees and the awardee will be honored at the board’s “Celebrating Excellence” event on Wednesday, April 22, 2020. The final Service Faculty Member of the Year awardee (select by the Board of Trustees) will receive $5,000.

**SMSU Process:**

October 1, 2019 Call for nominations shared with the campus community. See attached nomination form.

November 1, 2019 Nominations due to Human Resources.

November 2019 Selection committee consisting of:

* Administrator
* Administrator
* Administrator
* MSUAASF Member
* MSUAASF Member

November 2019 Selection committee submits nominee recommendation to President Jayasuriya.

November 2019 President Jayasuriya selects nominee. President/Committee notifies selected nominee and other nominees.

By January 2, 2020 Nominee creates portfolio. Nomination committee creates and provides President’s Recommendation Packet.

By January 6, 2020 President Jayasuriya submits the President’s Recommendation Packet and nominee portfolio to the Minnesota State Colleges and Universities Board of Trustees.

April 22, 2020 Awards for accomplishments through academic year 2019-2020 will be bestowed by the Board of Trustees.