

## **PRESIDENT'S AWARD FOR CAREER ACHIEVEMENT FOR PROFESSIONAL STAFF**

The President's Award for Career Achievement for Professional Staff will be presented only as deemed appropriate. Usually a maximum of one award will be given in any year. This award will be presented to an individual who has demonstrated exemplary achievement over his or her career in each area of responsibility. For most professional staff, this would include scholarship, service, and teaching if appropriate.

### **CRITERIA FOR SELECTION**

Evaluation of nominees will be based on documentation supporting exemplary achievement by the nominees in each of their areas of responsibility. Individuals nominated must have been a professional staff member at Buffalo State College for a minimum of 15 years following permanent appointment prior to nomination.

### **NOMINATION AND SELECTION PROCESS**

Individuals must be nominated by a colleague or department. A six-member selection committee will evaluate applications and make recommendations to the provost and vice president for academic affairs. The committee will be selected by the provost and consist of four members from the professional staff and two members from peer institutions.

Nominators will submit to the committee:

1. Nomination form.
2. Letter of nomination briefly describing why this individual's record is appropriate for this award.
3. Supporting documentation detailing the specific achievements that qualify this individual for a career award for scholarship, service, and teaching if appropriate. Documentation must include examples that reflect continuing contributions in each of his/her areas of responsibility.
4. A minimum of five letters of support that together address each of the areas being considered.
5. An additional letter of support/evaluative statement from the nominee's supervisor.
6. The nominee's current vita or résumé.