

University of South Dakota

School of Education Alumni Advisory Board

Legends of Delzell Professional Staff

Nomination Form

The Alumni Advisory Board (AAB) of the School of Education (SOE) at the University of South Dakota (USD) seeks to recognize professional staff for exemplary performance to the SOE and USD. The Board requests nominations for this recognition.

Criterion for this award include exceptional performance in the following areas:

- Work knowledge and skills,
- Communication,
- Relationships, and
- Support to the School of Education and University of South Dakota.

To nominate an individual you believe is deserving of this recognition, please complete the following form that uses the criteria that best fits your relationship, please follow the four-part process outlined below:

1. Begin by contacting the individual you wish to nominate. (Should the person be deceased, please contact a family member.)
 - a. Ask permission for the nomination.
 - b. Seek guidance on the names and contact information for others who have a working knowledge of the contributions of the nominee and would prepare letters (or video clips) of support for the nomination.
 - i. A letter is required from the supervisor or, in the case where a supervisor is no longer available, a letter of support is required by a knowledgeable colleague who can speak to the candidate's contributions to the School of Education and university.) The supervisor or knowledgeable colleague may also present a video to the Awards Committee.
 - ii. Two additional letters of support are required from a colleague, faculty and/or student using the format of a letter or video.
2. Contact the named individuals and obtain letters (or video clips) of support for the nomination.
3. Completion of the nomination form. Specific examples in each area are valuable to the nomination.
4. Send the completed form along with all letters/videos of support to Jeanette McGillicuddy at Jeanette.McGillicuddy@gmail.com

The deadline for submission is May 30, 2025.

The AAB sincerely thanks you for making time to complete this nomination process. All nominators and awardees will be notified of the status of the nomination via e-mail by July 1, 2025.

WORK KNOWLEDGE AND SKILLS

During employment, the candidate:

- Demonstrates a clear understanding and mastery of the duties, responsibilities and equipment essential to their position.
- Demonstrates work that is consistent in accuracy, neatness, completeness, acceptability, attention to details and overall high standard of excellence.
- Produces work within acceptable time frames and deadlines even under pressure.
- Proactively plans and exercises good organizational skills to manage projects and tasks. Systematic programs and methods are evident in results.
- Demonstrates a willingness and responsiveness to change and adapt to new situations.
- Exercises good judgement, discernment and ability to think logically to make decisions with sound results.
- Foresees the need for key tasks and begins new solutions and opportunities without being told.
- Seeks creative ideas and new approaches to work problems and procedures.

Based on the above criteria, describe below how your candidate meets the expectations.

COMMUNICATION

During employment, the candidate:

- Demonstrates effective communication skills. Speaks and writes well so others clearly understand.
- Communicates with responsiveness, timeliness, courtesy, patience and approachability.
- Keeps others informed.
- Listens carefully and attentively.

Based on the above criteria, describe below how your candidate meets these expectations.

RELATIONSHIPS

During employment, the candidate:

- Initiates new relationships by reaching out to others as appropriate.
- Responds helpfully to other's requests.
 - o Takes initiative to offer assistance and support.
 - o Is sensitive to the needs and wants of others.
- Demonstrates positive relationships with supervisor, faculty, other staff colleagues, students and public.
- Cooperates with others.
 - o Modifies plans to accommodate others work and needs.
 - o Finds ways to keep own objectives in line while helping others.
- Demonstrates the ability to resolve conflicts.
 - o Takes action to assist in settling disputes and reaching agreement.
 - o Resolves differences with others effectively.
 - o Helps others find resolutions to concerns.

Based on the above criteria, describe below how your candidate meets these expectations.

SUPPORT TO THE SCHOOL OF EDUCATION & UNIVERSITY OF SOUTH DAKOTA

During employment, the candidate:

- Demonstrates understanding of the mission of the School of Education.
- Promotes the values of the School of Education and their Department OR Division.
- Demonstrates understanding of the mission of the University of South Dakota.
- Promotes the values of the University of South Dakota.
- Contributes to ideas and suggestions to improve service and add value to the department, school or university.
- Speaks of coming events with enthusiasm and excitement.
- Motivates others to eagerly anticipate participation in School of Education and/or University of South Dakota events.

Based on the above criteria, describe below how your candidate meets these expectations.

Thank you! Please send the complete form along with all letters of support to Jeanette McGillicuddy at Jeanette.McGillicuddy@gmail.com.