



UNIVERSITY OF
SOUTH DAKOTA
SCHOOL OF EDUCATION

University of South Dakota School of Education Alumni Advisory Board

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 service to the SOE and USD. The Board requests nominations for this recognition. The AAB requests nominations for this honor, which will be publicly recognized as part of the Destination Delzell Ceremony during Dakota Days 2023.

Below you will find the criterion for this honor. 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. In each section you will find descriptors that characterize the behaviors to consider. In the box below the descriptors, please state the reasons your candidate demonstrates exemplary behavior in that area. Specific examples are valuable to the nomination.

Professional staff work diligently to serve the SOE and USD and it is important to recognize their service. Please contact the individual you wish to nominate to get their permission for the nomination, and ask who they would like to have submit letters of support. Please contact the named individuals and provide a link to the form. 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 that 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. An additional letter of support is required from a colleague, faculty and/or student using the format of a letter or video.

Deadline for submission is August 1, 2023. Please send the completed form, along with the letters of support, to Jeanette McGillicuddy at jeanette.mcgillicuddy@gmail.com.

The AAB sincerely thanks you for taking the time to complete this nomination form. All nominators and awardees will be notified via email by September 1, 2023 as to the status of the nomination.

CONTACT INFORMATION

NOMINATOR CONTACT INFORMATION:

Your name:

Your address:

Your city, state and zip code:

Your phone number:

Your e-mail:

Your connection to the nominee:

NOMINEE CONTACT INFORMATION

Name:

Address:

City, state and zip code:

Phone:

Email:

Dates of Service to SOE at USD:

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 detail and overall high standard of excellence.
- Produces work within acceptable time frames and deadlines, even under pressure.
- Proactively plans ahead 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 judgment, discernment and ability to think logically in order 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, use the box below to describe how your candidate meets these 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, use the box below to describe 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.
 - Takes initiative to offer assistance and support.
 - Is sensitive to the needs and wants of others.
- Demonstrates positive relationships with supervisors, faculty, other staff colleagues, students and public.
- Cooperates with others.
 - Modifies plans to accommodate other's work and needs.
 - Finds ways to keep own objectives in line while helping others.
- Demonstrates the ability to resolve conflicts.
 - Takes action to assist in settling disputes and reaching agreements.
 - Resolves differences with others effectively.
 - Helps others find resolutions to concerns.

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

Support to the School of Education and 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, use the box below to describe how your candidate meets these expectations.