

# FMU Outstanding Staff Service Awards

**Outstanding Staff Service Award** for service departments. Honors exceptional performance by an individual, non-faculty staff member in the physical plant, on the custodian staff, on the grounds keeping crew or in the dining services area. Award winners typically perform at a high level and exhibit a positive attitude that benefits all constituents of the university.

**Outstanding Staff Service Award** for academic and administrative support staff. Honors exceptional performance by an individual, non-faculty staff member in administrative or academic departments. Award winners typically perform at a high level and exhibit a positive attitude that benefits all constituents of the university.

**The John J. Kispert Leadership Award** recognizes members of the Francis Marion University staff who are not in formal, higher-level leadership positions, but who exhibit the drive, determination, and initiative associated with this vital, organizational skill. Those recognized will be the men and women who take it upon themselves to embrace the mission of their departments and to inspire their colleagues to a higher standard.

**The Marvin Lynch Humanitarian Award** recognizes a member of the Francis Marion University staff who exhibits an unusual commitment to, and care for, his fellow man, both at work and elsewhere. Award winners will typically be involved in one or more charitable or humanitarian activities, and will have demonstrated an on-going desire to help others and make the world a better place.

Nominations should be submitted no later than May 23, 2018, to the Communications Office, 101 Stokes Administration Building. Email nominations to [staffawards@fmarion.edu](mailto:staffawards@fmarion.edu). Individuals may nominate more than one individual.

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## Staff Awards Criteria

1. Recipients must be full-time, permanent employees of Francis Marion University. Generally, senior staff, and all faculty department heads, and vice presidents are not eligible for these honors.
2. Recipients must have demonstrated exceptional service for a sustained period of time, exercising sound judgment and character in their work. Nominating an employee does not guarantee inclusion in the selection process. All nominees will be vetted by Human Resources and the Communications Office.
3. New nominations are required each year. Nominations may be made by any faculty or staff member at Francis Marion University. Individuals may nominate more than one individual. Self nominations are not accepted.
4. The deadline for nominations is May 23, 2018. A nomination form is available through the Communications Office, or via the FMU web site, [fmarion.edu/staffawards](http://fmarion.edu/staffawards). Supporting materials, such as campus involvement, service on committees, and community activities, should be included with the nomination form.
5. Nominations will be judged by a committee appointed by the president.
6. Past winners will not be eligible to receive the award a second time.

# Francis Marion University Staff Service Awards Nomination Form

**This form represents a nomination for:**

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**Name of Nominee** \_\_\_\_\_

Job Title of Nominee \_\_\_\_\_

Department Employed \_\_\_\_\_

Why should this employee be recognized? (May attach to the form)

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Describe how this employee's service has made a difference at FMU: (May attach to the form)

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Attach a resume, biographical information or any documents or materials that are deemed appropriate to support this nomination.

Submitted by: \_\_\_\_\_ Date \_\_\_\_\_  
(Name of person making nomination)

*Return to the Communications Office, 101 Stokes Administration Building, no later than May 23, 2018, or email to [staffawards@fmarion.edu](mailto:staffawards@fmarion.edu).*