

2024  
STAFF  
AWARDS



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AWARDS  
NOMINATION FORM

**Award Nominating for:**

- Outstanding Staff Service Award  
*(for Service Departments)*
- Outstanding Staff Service Award  
*(for Academic and Administrative Support Staff)*
- The John J. Kispert Leadership Award
- The Marvin Lynch Humanitarian Award

Name of Nominee: \_\_\_\_\_

Job title of Nominee: \_\_\_\_\_

Why should this employee be recognized?

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Describe how this employee's service has made a difference at FMU and/or in the community outside of FMU:

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Additional Information (campus involvement, service on committees, community activities, etc.):

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Submitted by: \_\_\_\_\_

**Drop paper forms off or send them by campus mail to the  
Communications Office, SAB 101. Deadline is June 4 at 5:30 P.M.**

# NOMINATION & SELECTION PROCESS

## FMU HONORS DESERVING STAFF WITH FOUR DIFFERENT AWARDS

### Award Eligibility

#### ■ **Outstanding Staff Service Award – Service**

Honors exceptional performance by an individual, non-faculty staff member in the physical plant, on the custodial 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. Departments include Facilities, Maintenance, Police, Dining, Warehouse and Grounds.

#### ■ **Outstanding Staff Service Award – Academic**

Honors exceptional performance by an individual, non-faculty staff member in administrative or academic departments, as defined by overall departments where they are employed. Award winners typically perform at a high level and exhibit a positive attitude that benefits all constituents of the university. Departments include all academic departments, all Financial departments, Registrar, Financial Aid, Admissions, Provost's Office, Communications, Foundation, Alumni, Counseling, Athletics, Counsel, Office Services, and any university offices not named that are housed in the Stokes Administration Building.

#### ■ **The John J. Kispert Leadership Award**

The John J. Kispert Leadership Award recognizes members of the Francis Marion University staff who are not in managerial positions, but who exhibit the drive, determination, and initiative associated with this vital, organizational skill. Those recognized will be individuals 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**

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 in the community. 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.

### Nomination Process & Selection Criteria

Any faculty or staff member may nominate individuals for staff awards.

- Individual faculty and staff member may nominate more than one individual for the same award. They may nominate the same individual for multiple awards. Employees are not eligible; however, to win multiple awards in the same year.
- Self-nomination is not permitted. Nomination of family members who also work for the university is permitted.
- Individuals may be nominated for a Staff Service Award and the Kispert and Lynch Awards in the same year. However, they are only eligible to win one award. Selection will start with the Lynch Award, followed by the Kispert Award selection. Individuals nominated for those awards, but NOT selected, remain eligible for the Staff Service Awards.
- Past winners are not eligible to win the same award a second time. They are eligible for different awards. Nominees must be full-time, permanent employees of Francis Marion University, employed for at least six months prior to the selection committee's decision meeting.
- Employees must be employed at the university at the time of their selection. If an employee selected for an award leaves the university between the time of selection and the presentation of the honor, that employee will remain the award recipient for that year.
- Nominees must have demonstrated exceptional service for a sustained period of time, exercising sound judgment and character in their work. Communications will work with Human Resources to vet nominees prior to selection.
- Nominating an employee does not guarantee inclusion in the selection process.
- All nominees will be vetted by Human Resources and the Communications Office, before the selection process begins. This process will confirm employee eligibility for particular awards.
- Nominees may win up to three awards during their career (Kispert, Lynch and the appropriate service award) but may not be selected for two in the same year.
- Nominations will be judged by a committee appointed by the President. The Vice President of Communications chairs the committee, but only votes on the award in the case of a tie.