

Call for Nominations
2009 School of Public Health P&A Excellence Award
Deadline: 12:00 noon on Friday, April 10, 2009

Purpose

This award was established to recognize annually a member of the Academic Professional and Administrative (P&A) staff who has made distinguished contributions to the missions of the University of Minnesota and the School of Public Health.

Eligibility

Nominees must have at least three years of P&A employment in the School of Public Health at the time of nomination. Nominees cannot hold a joint faculty appointment. Previous winners are not eligible for a second award.

Selection Criteria

Successful nominees will demonstrate:

- A sustained record of excellence of at least three years in the School of Public Health; and
- Extraordinary initiative, skill, or creativity in their work for the University of Minnesota and the School of Public Health; or
- Outstanding contributions to the mission of the University in the area of teaching, research, or outreach.

Recognition

The recipient's achievements will be commemorated with a plaque, a permanent display in the School's administrative offices, and a cash award of \$1,500. The Excellence Award will be presented at the annual School of Public Health Faculty/Assembly meeting. No more than one award will be given in any single year.

Documentation

To facilitate evaluation, please have one person act as primary nominator, compiling all of the letters of support and other material prior to submission to the Committee.

Documentation should include:

- A statement of no more than two pages presenting the full case for the nomination. This statement should include a brief job description delineating official responsibilities and duties, and evidence of work consistently above and beyond the nominee's stated job requirements.
- **No more than three letters** of support from peers, colleagues, administrators, supervisors, students, alumni or other University community members who have

firsthand knowledge of the nominee's performance. The letters should provide evidence of the qualities described in the selection criteria above. They should point out the area(s) (teaching, research or service) in which the nominee's performance has been outstanding, and describe specifically how the nominee has demonstrated extraordinary initiative, skill or creativity.

- Current resume or curriculum vita of not more than **five pages**.
- Nominator must indicate below (*initials*) whether or not all contributors grant permission to have excerpts of their letter read at the awards ceremony and are willing to have their letter forwarded to the candidate following the award ceremony.

All contributors grant permission to share nomination letters at award ceremony and with candidate

initials

Evaluation Process

Nominators are encouraged to submit their documentation prior to the deadline to allow the Committee to review it for completeness.

Nominations will be evaluated by the SPH Recognition, Awards and Honors Committee, which includes P&A representation.

Deadline

Please forward **the original nomination packet and 8 copies** by **12:00 noon on Friday, April 10, 2009**, to:

Recognition, Awards and Honors Committee
c/o Stefannie Anderson
SPH Dean's Office, MMC 197, A302 Mayo Bldg.
(stef@umn.edu or 612.626.1428)

Previous Recipients

2005 - Peter Hannan
2006 - Andrew Ryan
2007- No recipient
2008- Patty Homyak