THE HERBERT H. & GRACE A. DOW COLLEGE OF HEALTH PROFESSIONS
CENTRAL MICHIGAN UNIVERSITY

PROFESSIONAL AND ADMINISTRATIVE STAFF AWARD

The Herbert H. and Grace A. Dow College of Health Professions Professional and Administrative Staff Award is designed to recognize an outstanding individual who has worked diligently with their colleagues, faculty, administrative personnel, and CMU students. Award recipients will be presented with a gift card to the CMU bookstore and acknowledged with a plaque. Recognition of this award will be presented at the Fall college wide meeting.

Eligibility

Eligible individuals include secretaries, administrative office assistants, clinical instructors, and student services employees who have served in the Herbert H. and Grace A. Dow College of Health Professions for at least **one year**. To be considered for the award, nominees must demonstrate Central Michigan University's service excellence values. Recipients are eligible for nomination every three years. Tenured, tenure-track, and full-time fixed-term faculty, as well as CMU leadership (e.g., deans), are not eligible for this award.

Instructions

To be considered for the award, eligible staff must be nominated. Nominations may be submitted by any CMU faculty member, staff, or current student. **elf-nominations are accepted; however, nominations submitted by others are preferred.** Each nominator may nominate **only one** staff member per academic year.

To submit a nomination, please complete the form located on the second page of this application. Nominators must be able to clearly describe the nominee's contributions to CMU in alignment with the university's **Service Excellence Values** over the past three years.

Supporting evidence may include, but is not limited to, the following four areas of service excellence:

1. Caring about others
2. Demonstrating knowledge in their roles and responsibilities
3. Being available when needed
4. Following through on statements and commitments

Submission

Nominations must be submitted by email to Dr. Ksenia Ustinova, Chair of the CHP Research Committee, at ustin1k@cmich.edu. Each submission must include a single PDF file containing the nomination letter, completed application, and supporting evidence of the nominee's accomplishments.

The submission deadline is 5:00 pm on March 5, 2027. Nominations received after the deadline will not be reviewed. The email subject line must include the nominee's last name followed by "CHP Staff Excellence Award" (e.g., Ustinova CHP Staff Excellence Award).

Following the deadline, the full CHP Research Committee will evaluate all submissions and select one award recipient. Questions regarding the nomination or review process should be directed to Dr. Ustinova ustin1k@cmich.edu

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PROFESSIONAL AND ADMINISTRATIVE STAFF AWARD APPLICATION

NOMINEE

Name _____ Dept. _____
Address _____
Phone _____ E-Mail _____

POLICY AND DISCLOSURE OF NOMINATOR INFORMATION

In compliance with CMU's Policies and Procedures, I certify the following:

I certify and attest that nominee has been employed in CHP for at least 3 years. **Yes** ☐ **No** ☐

Nominators' Name _____

College _____

Department _____

Authorizing Signatures

Nominator's _____ Date _____

Chair's _____ Date _____

NOMINEE ACCOMPLISHMENTS

Please describe examples of the nominee's accomplishments as they related to the CMU Service Excellence Values over the past three years in three pages or less (not including application page. Please be as specific as possible. For more information regarding the CMU's Service Excellence Values, additional information can be located using the following link: https://www.cmich.edu/about/human-resources/professional-development-programs/service-excellence/service-excellence-initiative

Service Values:
1. Care
2. Knowledge
3. Availability
4. Follow-through