



## Student Affairs Outstanding Service Awards

### Application Instructions

2011-2012

#### **RIT Vision**

*RIT will lead higher education in preparing students for innovative, creative, and successful careers in a global society.*

#### **RIT Mission**

*RIT's mission is to provide a broad range of career-oriented educational programs with the goal of producing innovative, creative graduates who are well-prepared for their chosen careers in a global society.*

*The RIT community engages and motivates students through stimulating and collaborative experiences. We rigorously pursue new and emerging career areas. We develop and deliver curricula and advance scholarship and research relevant to emerging technologies and social conditions.*

*Our community is committed to diversity and student centeredness and is distinguished by our innovative and collaborative spirit. Internal and external partnerships expand our students' experiential learning.*

*RIT is committed to mutually enriching relationships with alumni, government, business, and the world community. Teaching, learning, scholarship, research, innovation, and leadership development for promoting student success are our central enterprises.*

#### **Student Affairs Mission**

*To foster RIT spirit, Student Affairs engages the campus community through the design and delivery of high impact programs and services. We enhance student academic and individual success in order to develop leaders for a diverse and global society. Student Affairs cultivates an informed, dynamic and deeply engaged staff to contribute a comprehensive set of opportunities for the growth and development of the campus community.*

#### **Student Affairs Goals**

- 1. Enhance involvement in and commitment to the campus community*
- 2. Integrate assessment results into strategic decision-making*
- 3. Advance the management of information and communications*
- 4. Initiate innovative practices to strengthen our ability to meet emerging student needs*
- 5. Improve the holistic\* wellness of all students.*

*\*Current RIT Student Affairs working definition of "Holistic Wellness" includes the following areas: career, social, spiritual, physical, emotional, financial and environmental.*

## Purpose of the Awards

The recipients of the Division of Student Affairs' Outstanding Service Awards will be selected for exceptional contributions that embody the mission and goals of the Division. Inclusiveness, collaboration, student development, student success and communication are core aspects of such valued contributions. The Division of Student Affairs' Outstanding Service Awards are offered to recognize the excellence, commitment and talents of staff and faculty in their work with students within the Division and throughout the Institute. Further, the awards are given to recognize the value of staff contributions at all levels of experience and in all positions within the Division.

## Description of the Awards

1. **Excellence in Service Award:** Given to a staff member who has made exceptional contributions that embody the mission and goals of Student Affairs and enhance student engagement and success.
2. **Outstanding Support Service Award:** Given to a support staff member who has made exceptional contributions to the goals, values and missions of individual Centers or the Division through excellence, commitment, and service to students, the Division, or the University.
3. **New Staff Outstanding Service Award:** Given to a new staff member who has fewer than five years in their field and has made exceptional contributions that embody the mission, values and goals of Student Affairs.
4. **Faculty Award for Promoting Learning Outside of the Classroom:** Given to a faculty member outside of the Division who has contributed in an exceptional way to student development and success through his/her support or involvement in activities outside the classroom. Examples of such contributions include such things as serving as an advisor or mentor to a non-curricular student group, active participation and support of special events or community projects, or the demonstration of extraordinary compassion and support of student needs relative to extracurricular activities.
5. **Outstanding University Partners Award:** Given to a member of the University outside of Student Affairs who has provided exceptional help or support to the achievement of the mission and goals of Student Affairs.
6. **Vice President's Award for Excellence in Wellness Programming:** Recognizes an outstanding individual, team, or department of the Division for his/her/their creativity, innovation and/or collaborative efforts to promote wellness for our students. This can be a single activity or a series or ongoing program. (*Extended application requirements for this award are detailed separately below.*)

\*The Vice President's Award will be acknowledged in a special way (determined by Dr. Cooper) that promotes the objective of the award. A different focus may be highlighted each year.

Award Nominations are **Due by Monday March 12, 2012**

The Student Affairs Outstanding Service Awards will be presented at the Division's Spring Recognition Program on

**Tuesday April 24, 2012.**

All Student Affairs staff are welcome and encouraged to attend!

## **Nomination Requirements for the Student Affairs Outstanding Service Awards**

The Division of Student Affairs' Outstanding Service Awards will be given for exceptional contributions from staff and faculty that embody the mission, values and goals for the Division. Attention, therefore, should be paid to documenting how the nominee's service has contributed to advancing the mission and work of the Division. All submitted materials will be held in strict confidence by the Recognition Committee.

Specifically, all nominations must include:

- Nominator should complete the Outstanding Service Award Nomination Form found on the Senior Vice President's web page under Forms. (The entire submission, including this form, should be no more than four (4) pages.
- A letter of support from the nominee's supervisor if that person is not the nominator (not required for the Faculty Award or the Outstanding University Partner Award).

Additional or supplemental documentation is strongly recommended and should be incorporated into the maximum of four (4) page nomination package. Such documentation might include:

- Summary of recommendations from students and/or colleagues describing the significance of the nominee's contributions to the Division and/or the University.
- Summary of evaluations of service provided (course/program/service/etc. evaluations)
- Other evidence of the impact of service on students.

## **Nomination Requirements for the Vice President's Award for Excellence in Wellness**

**Programming:** Recognizes an outstanding individual, team, or department of the Division for his/her/their creativity, innovation and/or collaborative efforts to promote wellness for our students. This can be a single activity or a series or ongoing program.

A nomination for this award should include a description of the activity or program, the individual(s) involved, and why it should be considered. Criteria used for the review process:

- a) Clearly stated purpose of the program
- b) Clear explanation of how this activity or program supported one of the dimensions of wellness
- c) Explanation/evidence of a creative or innovative approach to wellness and/or evidence of a collaborative approach with another unit.

## **Nomination Process for All Awards**

Submit nominations and supporting evidence addressed to Dr. Mary-Beth Cooper, Senior Vice President for Student Affairs, SAU 2410 (fax 5-7065) or e-mail, in care of Kim Vent [recvsa@rit.edu](mailto:recvsa@rit.edu) **no later than Monday, March 12, 2012.**

## **Selection Process for All Awards**

The selection committees will consider all nominees and may solicit additional supporting information in order to select the most deserving recipients. The committees will submit recommendations for each award to the Senior Vice President for Student Affairs who will select the recipients.

**STUDENT AFFAIRS OUTSTANDING SERVICE AWARD  
NOMINATION FORM**

(Please Print)

Nominee's Name \_\_\_\_\_ Date \_\_\_\_\_

Nominee's Department \_\_\_\_\_

Nomination Category: \_\_\_\_\_

- Excellence in Service Award
- Outstanding Support Service Award
- New Staff Outstanding Service Award
- Vice President's Award for Commitment to: "Excellence in Wellness"
- Faculty Award for Promoting Learning Outside of the Classroom
- Outstanding University Partner Award

Are you the nominee's supervisor? \_\_\_\_yes \_\_\_\_no

**Please explain below why you are nominating this person and include how he/she fulfills the requirements of the award and fulfills the new mission/goals of the Division.**

\_\_\_\_\_/\_\_\_\_\_  
Nominator's Name / Signature (or e-mail submission)

Phone # \_\_\_\_\_ E-mail address \_\_\_\_\_

*Submit nominations and supporting evidence addressed to Dr. Mary-Beth Cooper, Senior Vice President for Student Affairs, SAU 2410 (fax 5-7065) or e-mail, in care of Kim Vent [recvsa@rit.edu](mailto:recvsa@rit.edu) **no later than Monday, March 12, 2012.***

*Complete nomination package (including this form) should not exceed four (4) pages in length.*