

Administrative Research Staff Award rubric

Nominators are strongly encouraged to provide specific, detailed examples that clearly demonstrate how the nominee meets or exceeds each rubric criterion. Effective nominations go beyond general praise and describe observable actions, measurable outcomes, and concrete impacts that align with the stated expectations. Providing clear, well-supported information helps ensure a fair and thorough evaluation and enables the award committee to make the most informed decision.

| Criteria | Excellent (4-5 pts) | Good (2-3 pts) | Average (0-1 pt) |
|---|--|--|--|
| Criteria 1: Excellence in Service | Nominee has clearly demonstrated ongoing exceptional service to the research mission | Nominee has demonstrated some exceptional service to the college research mission | Limited or unclear evidence in the nomination that any exceptional service has been demonstrated |
| Criteria 2: Initiative and Creativity | Nominee has clearly demonstrated initiative and creativity in carrying out their job duties | Nominee has demonstrated some initiative and creativity in carrying out their job duties | Limited or unclear evidence in the nomination that initiative and creativity has been demonstrated |
| Criteria 3: Cooperative and Supportive Approach | Nominee has clearly demonstrated a cooperative and supportive approach to others in the college | Nominee has demonstrated a somewhat cooperative and supportive approach to others in the college | Limited or unclear evidence in the nomination that a cooperative and supportive approach has been demonstrated |
| Bonus Value | Multiple nominations were received from different areas or populations of the college regarding different examples of outstanding service. | Multiple nominations were received from different areas or populations of the college regarding the same example of outstanding service. | Multiple nominations were received from the same areas or populations of the college regarding the same example of outstanding service |

Nomination Form Description & Questions

Administrative Research Staff Award

Given to an administrative staff employee in recognition of their significant contributions to the research mission within the College of Pharmacy, consistently performing beyond the expectations of their position, demonstrating initiative and creativity, fostering a cooperative and supportive work environment, and exhibiting dependability and self-motivation. The award carries a \$500 one-time bonus and personalized engraved award.

Eligibility: All full-time and part-time staff members in the College of Pharmacy in regular non-faculty positions may receive the award but must provide some administrative support for the research mission of the college. A staff member cannot win this award if they have won it in the previous three year.

Past Recipients:

- 2023: Jessica Costic
- 2021: Joy Scott

Question 1: How has the nominee exhibited outstanding and ongoing contributions to the research mission within the College of Pharmacy? Provide specific example(s) if possible.

Question 2: How has the nominee demonstrated initiative and/or creativity? Provide specific example(s) if possible.

Question 3: How has the nominee exhibited a cooperative/supportive approach, dependability, and/or self-motivation? Provide specific example(s) if possible.