



## Staff Senate Outstanding Supervisor Award Nomination Form 2016

The Outstanding Supervisor Award, sponsored by the Mason Staff Senate, seeks to recognize supervisors who routinely go above and beyond to provide unparalleled leadership, mentorship, and support within their departments or offices. Outstanding supervisors model and promote a positive work-life balance and strive to serve not only their departments or offices but also their personnel. Other activities that an outstanding supervisor demonstrates include:

- Acknowledging exemplary performance
- Supporting innovation and soliciting input from employees
- Being fair and flexible
- Encouraging and providing opportunities for professional growth

Does this sound like your supervisor? If the answer is yes, we want to know! Consider submitting a nomination form for the Outstanding Supervisor Award.

### Supervisor Eligibility Guidelines

- Supervisor may be of any employment category (e.g. faculty, administrative, professional, classified) but he or she must supervise at least one classified and/or non-student wage full time employee earner.
- Supervisor must be employed at Mason at the time of nomination.
- Supervisor must be nominated by at least one employee who is a direct report.

### Nominator Guidelines

- Nominators must be classified staff or non-student wage earners.
- Multiple nominators may combine their responses on one form.
- Forms must be submitted electronically as a **PDF with the nominee's name in the file name**.
- Only three nomination forms will be accepted for each nominee. The selection committee will review the first three nomination forms received. Additional nominations will be discarded.
- Nominations received after 5:00pm on August 31, 2016 will not be considered.

### Selection Process

- Identifying information is redacted before the selection committee reviews nominations.
- **Nominations will be accepted between August 1 and August 31, 2016.**

Staff Senate will recognize the two award winners during the Outstanding Achievement Award ceremony in November.

**Email completed nomination forms to [staffsenate@gmu.edu](mailto:staffsenate@gmu.edu).**

Questions? Contact Amanda Corrigan, Staff Senate (3.4141 or acorrig2@gmu.edu)



## Staff Senate Outstanding Supervisor Award Nomination Form 2016

*Multiple nominators may submit one form. Please identify a main point of contact and email address.*

Supervisor's Name	Supervisor's Department
Nominator's Name(s)/Department	Point of Contact Name and Email

*In order to extend recognition to supervisors who are not ultimately selected for this award, Staff Senate publishes the list of nominators and nominees on the Staff Senate website and in our monthly newsletter. If your supervisor is not selected for the award and you prefer to remain anonymous as the nominator, please check the box below to remain anonymous. If you prefer that we not publish your supervisor's name or the names of his or her nominators, please check the box below to opt-out.*

Remain anonymous

Opt-out of publication

*Specific examples and anecdotes are particularly helpful to the selection committee. Please include the most relevant information about your supervisor's best qualities, and limit your response to 150 words.*

**In what ways does the supervisor support the work of classified and non-student wage earners in a collegiate environment?**

**Discuss how the supervisor is receptive to employee ideas and engages them in the department and/or university goals. Give examples of how the supervisor supports innovation in the department.**

**Give examples of how the supervisor promotes and models a positive work life balance in a fair and flexible manner.**

**How does the supervisor acknowledge exemplary performance?**

**Provide an example of how your supervisor encourages professional growth of classified or nonstudent wage employees in your department.**

**What is the most important thing you've learned from your supervisor?**

Questions? Contact Amanda Corrigan, Staff Senate (3.4141 or [acorrig2@gmu.edu](mailto:acorrig2@gmu.edu))