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**Staff Senate**

**Outstanding Supervisor Award**

**Nomination Form 2014**

The Outstanding Supervisor Award, sponsored by the Mason Staff Senate, recognizes supervisors who most closely meet the criteria in each category. The winner is selected based on her or his ability to:

* Promote collegiality in the department,
* Be receptive to employee ideas and engage them in the department and/or university goals,
* Promote and model a positive work-life balance,
* Acknowledge exemplary performance,
* Be fair in acknowledging exemplary performance,
* Encourage professional growth of classified or non-student wage employees,
* Support the work of classified and non-student wage earners,
* Support innovation in the department, and
* Model leadership skills.

**Guidelines**

* A supervisor may be of any employment category (e.g., faculty, administrative, professional, classified, etc.) but he or she must supervise classified and/or non-student wage earners.
* Supervisor must employed at Mason at time of nomination.
* Nominators must report directly to the nominated supervisor.
* Nominations must be submitted by classified or non-student wage earners.
* There may be more than one nominator on each nomination form.
* Only three nomination forms will be accepted for each nominee. The first three nomination forms received will be reviewed by the committee. Additional nominations will be discarded.
* All identifying information is redacted before reviewed by the selection committee.
* Nominations received after the due date will not be considered.
* Forms must be submitted electronically as a Word document (**not PDF**) with the nominee's name in the file name.
* Nominations forms are to be emailed to staffsenate@gmu.edu.
* **Nominations will be accepted between Tuesday, August 1 and Thursday, August 31, 2014.**

The winner will be officially recognized during the Outstanding Achievement Award ceremony Tuesday, October 14, 10:00 – 11:30 a.m. in Dewberry Hall on the Fairfax campus.

Questions may be directed to Kathrin Breitt Brown, Staff Senate at 3.4141 or kbreittb@gmu.edu.

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**Outstanding Supervisor Award**

**Nomination Form 2014**

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| **Supervisor’s Name** | **Supervisor’s Department** |
| **Nominator’s Name** | **Nominator’s Email Address** |

When completing the form, please be as detailed as possible. Specific examples and anecdotes are particularly helpful. *Each response is limited to 150 words.* (Text boxes will expand as text is entered)

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| **How does supervisor promote collegiality in the department?** |

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| **Discuss how supervisor is receptive to employee ideas and engages them in the department and/or university goals.** |

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| **How does the supervisor promote and model a positive work-life balance?** |

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

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| **Give an example of how supervisor is fair and flexible in dealing with employees.** |

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

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| **How does supervisor support the work of classified and nonstudent wage earners?** |

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| **Give examples of how supervisor supports innovation in the department.** |

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

Questions may be directed to Kathrin Breitt Brown, Staff Senate administrative assistant, at 3.4141 or kbreittb@gmu.edu