

**Deadline**

November 14, 2008  
5:00 P.M.



*Submit Nominations to:*

***Ms. Joyce Outler***

*Office of the Provost  
309 Harkness Hall*

**Clark Atlanta University**

223 James P. Brawley Drive, Atlanta GA 30314



The **Biennial Aldridge-McMillan Faculty/Staff Achievement Awards** were initiated to provide a formal mechanism for recognizing employees above the normal scope of their duties and responsibilities.



Made possible by grants from  
**CAU Board of Trustee Members**

**DR. DELORES ALDRIDGE**  
Grace Towns Hamilton Distinguished Professor of  
Sociology and African-American Studies  
**Emory University**

and

**DR. ELRIDGE McMILLAN**  
Scholar-In-Residence/Education Consultant  
**Atlanta Metropolitan College**

8th Biennial  
Aldridge-McMillan  
Faculty/Staff  
Achievement Awards

STAFF  
AWARDS

2009

*"I'll Find a Way or Make One."  
"Culture for Service"*



**Flolena Stitt**  
Employee of the Quarter

**Administered by the Office of the Provost  
and Vice President for Academic Affairs**

# STAFF ACHIEVEMENT AWARDS



## The Awards

### Process Improvement

\$300

Designed to promote improvement of a unit, department, and/or University process through teamwork.

### Customer Service

\$400

Designed to recognize an employee who demonstrates exceptional customer-service practices.

### Community Service

\$200

Designed to recognize employees who demonstrate a commitment to community service.

Awards will be presented at the Annual Faculty/Staff Awards Luncheon.

## Nomination Process

- \* Nominees must have demonstrated superior productivity in any of the denoted categories from December 2006-November 2008. *(Only material for this period will be considered.)*
- \* Nominations may be submitted by faculty, staff, students, and/or alumni for staff in any categories. *(No self-nominations)*
- \* Nominations must be made on the appropriate Nomination Form and submitted to the Office of the Provost by November 14, 5:00 PM. **(NO NOMINATIONS WILL BE ACCEPTED AFTER THE DEADLINE; NO EXCEPTIONS.)** Obtain nomination forms from any Department or Unit head or from the CAU Web site.
- \* Nominees and nominators will be notified by e-mail by December 1; nominees will submit supporting documentation only for the period covering December 2006-November 2008 by January 16, 2009.
- \* *(Winners of previous awards must wait three years to become eligible in the same award category.)*

## Qualifications

Open to all University Staff who have completed one full year of service to the University. *(Employees at the executive level and employees of out-sourced units are not eligible to participate.)*

## Evaluation

- \* Applications will be evaluated by the Staff Achievement Awards Committee consisting of staff members from across the University selected by the Staff Assembly, SGA *(Undergraduate and Graduate)*, the Alumni and the Academic Affairs Committee of the Board of Trustees.
- \* The decisions of the Awards Committee are final.

## STAFF NOMINATION FORM

Name of Nominee: \_\_\_\_\_

### Category

- Process Improvement
- Customer Service
- Community Service

### Justification

*Attach to this form a double-spaced one-page, typewritten justification in which you explain the reason for your nomination.*

*Include the following:*

- 1. Be as specific as possible in describing, based on your knowledge, your nominee's superior productivity in the category of nomination, during the award period.*
- 2. Be as specific as possible in describing how colleagues, a unit or a department, the Institution and/or a public community have/has benefited from the superior productivity of your nominee in the category of nomination.*

Your Name(s) \_\_\_\_\_

Your Nominating Status:

- Student                       Alumnus
- Faculty                         Staff

Your Contact Information:

*This form MUST be submitted with nomination.  
(Feel free to make copies.)*