

THE UNIVERSITY OF SOUTHERN MISSISSIPPI  
**STAFF COUNCIL SERVICE AWARD**  
**Nomination Application**

**Purpose:** To recognize a university employee for dedication, leadership, services and unselfish contribution of time and effort in the promotion of the mission and goals of the University.

**Criteria for Nominee:** Any part-time or full-time employee with a minimum of one year of continuous service to Southern Miss is eligible. A person may receive the award once in a 3-year time period. No current Staff Council member can be eligible for the Staff Council Service Award.

- Receipt of the Staff Council Service Award does not replace or supersede a staff member's annual evaluation by their immediate supervisor.
- If a nominee is not selected, they must be re-nominated to be reconsidered. Nominations do not roll over to the next semester.

The Staff Council Service Award will be given twice each year – one Fall award winner (August) and one Spring award winner (January). Nominations will be accepted at any time during the year, however, the following deadlines have been set in order to give us ample time to consider all nominations:

Fall Award – Nominations due by July 1

Spring Award – Nominations due by December 1

All nominations must be submitted by a university employee by completing the following information:

**Name of Nominee:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Department/Position:** \_\_\_\_\_ **Years of Employment:** \_\_\_\_\_

**Nominated by:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**University Committees and Campus Involvement:** \_\_\_\_\_

**Please describe in an attachment the professionalism, reliability, customer service skills, job knowledge, communication skills and any other relevant information concerning the nominee which you feel distinguishes this individual as an honorable award recipient. Provide specific examples if possible.**

*Upon completion of the Nomination Application, please forward via campus mail to:  
Staff Council, c/o Mandy Nace, Box 5121, by fax to 6-6473 or by email to  
amanda.tilley@usm.edu.*