AWARD CRITERIA AND NOMINATION PROCESS

University of Hawai‘i at Hilo
PROFESSIONAL STAFF AWARD

Description
Presented to a professional staff member who has made major professional contributions to his/her unit and to the university as a whole, and has made a positive impact on the welfare of students and colleagues.

Eligibility and Nomination

1. All UH Hilo full-time BOR-classified professional staff (including non-instructional faculty and APTs) are eligible for this award, except for prior recipients of the award.

2. Nomination form and deadline information can be found online at Faculty and Staff Awards.

Guidelines for Evaluation

1. Job mastery and creativity; mastery in executing job responsibilities; sound critical judgment; ability to extend, expand, or create programs and/or services to enhance present programs and/or services. (15 points)

2. Major professional contributions to the unit and to UH Hilo as a whole. (10 points)

3. Professional impact on the welfare of students and colleagues. (10 points)

Guidelines for Selection Committee

1. Members of the selection committee will be appointed by the chancellor.

2. If a member of the selection committee is a nominee, s/he will be replaced by another representative from the appropriate unit.

3. Members of the committee may not nominate or actively support a nominee. A committee member who attempts to do so will be replaced by another representative from the appropriate unit.

4. All nominees will be requested to provide a categorized list of all professional contributions for only the past five years and a current curriculum vitae.

5. Committee members should rate the professional performance and contributions of
each nominee independently, using the guidelines for evaluation, then the committee will collectively determine the finalists.

6. The recipient of the award will be selected from among the finalists after the committee has considered and is satisfied that overall job performance (including university/community service, professional development, and scholarly/creative endeavors, if applicable) is satisfactory.

7. The selection committee will forward its recommendation for the award to the chancellor.