

RADFORD UNIVERSITY
2024 PRESIDENTIAL EMPLOYEE SERVICE AWARD

AWARD CRITERIA AND GUIDELINES

The Awards

The Presidential Employee Service Awards were established by the Radford University Foundation in June 1980. Up to two awards of \$1,000 each will be presented.

Eligibility

All classified employees are eligible and must have at least two (2) years of university service at the time of nomination. Previous award recipients are not eligible until five (5) years after receiving an award.

Nominations

Nominations may be made by any full-time employee of Radford University or any currently enrolled student. Self-nominations are not acceptable. [Nomination forms](#) are available online or in the Human Resources Department. The complete nomination packet must be sent to the appropriate division head for approval. If approved, the division head will forward the nominations to Leah Taylor, AVP, Human Resources, via email at hr@radford.edu, or Box 6889, or deliver to the Department of Human Resources at 314B Tyler Avenue. The deadline for nominations is **5:00 p.m., April 5, 2024**. A committee will review the nominations and recommend the top three to five nominees to the President for final selection.

Criteria for the Awards

Nominees for the award should have demonstrated:

1. A consistent record of excellence over an extended period of time in the performance of their assigned responsibilities that has resulted in outstanding contributions to the university, its employees, its student body, and/or the public.

OR

2. A single achievement or accomplishment of extraordinary contribution to the university through initiative, creativity, innovation and/or heroic action that brings positive recognition or attention to the university at the local, state, or national level.

Required Supporting Documentation

In addition to the Nomination Form, the nomination must include:

- A.** The period of time during which the contributions occurred.
- B.** A statement from the nominator that clearly identifies the most compelling reasons the nominee should receive this award. The statement must include one or more of the following:
 - How the employee's work or act brought positive attention to the university.
 - The extent to which the employee has used an inventive, creative, and/or problem solving approach to his/her responsibilities.
 - How the employee's performance has enhanced the work of others.
- C.** Two letters of recommendation that support the nomination in the category identified. At least one of these letters should be from the nominee's supervisor or department head unless the supervisor or department head is the nominator.