



**WAYNE STATE**

Academic Staff Professional  
Development Committee

Academic Staff Professional Development Committee  
Academic Staff Awards  
Instructions for Nominators

*Please review the following information in detail before submitting a nomination letter. This information sheet is provided to give nominators the necessary information to ensure they are constructing their nomination letters as best possible and making nominations in the appropriate categories.*

### **Information Sheet for Nominators**

#### **Professional Achievement Award**

**This award is dedicated to recognizing academic staff with more than five years of university service.**

*Nomination letters should contain several, current, relevant examples of the following:*

- Demonstrated leadership
  - Program/Department Initiatives
  - Self-starter (attend workshops that help advance workplace)
- Significant accomplishments in professional organizations
  - Conference/committee chair
  - Executive board member
- Presentations and/or publications
  - External opportunities (preferred)

#### **Distinguished Service Award I**

**This award is dedicated to recognizing academic staff with five or more years of university service beyond job responsibilities.**

*Nomination letters should contain several, current, relevant examples of one or more of the following:*

- Service to staff and/or students
- Service to committees, department, and/or the university
- Service to professional and/or community organizations

#### **Distinguished Service Award II**

**This award is dedicated to recognizing academic staff with less than five years of university service beyond job responsibilities.**

*Nomination letters should contain several, current, relevant examples of one or more of the following:*

- Service to staff and/or students
- Service to committees, department, and/or the university
- Service to professional and/or community organizations

### **Outstanding Contributor Award**

**This award is dedicated to recognizing academic staff with less than seven years of service.**

*Nomination letters should contain several, current, relevant examples of one or more of the following:*

- Accomplishments beyond normal responsibilities
- Emerging leadership
- Scholarship (presentations and/or publications)

Additionally, all nomination letters should include:

- The relationship of the nominator to the nominee
- Why the nominee is a fitting candidate for the award

### **Rubrics**

[Professional Achievement Award and Outstanding Contributor Award](#)

[Distinguished Service Award I and Distinguished Service Award II](#)