*Approved by Senate 03/21/2013*

SELECTION POLICY AND GUIDELINES

OUTSTANDING ADMINISTRATOR AWARD

ELIGIBILITY FOR THE AWARD

Candidates for the award must have all of the following qualifications:

* A minimum of five (5) years of consecutive service as a full or part-time administrator and be currently serving as a full or part-time administrator
* The administrative responsibility may be at any level (professional responsibility with or without managerial responsibility) and
* A presidential appointee, with employment of nine, ten, eleven or twelve months, who spends 50 percent or more of her/his time in administrative responsibilities.
* The President, Vice Presidents, Executive Vice President and Provost, Vice Provosts, Associate Provosts, the Secretary and Treasurer of the Board of Trustees, Deans and those eligible for Faculty Senate are excluded from nomination for this award.

NOMINATIONS

* Nominations may be submitted by any member of the university community with the exception that members of the Outstanding Administrator Awards selection committee should not nominate administrators for this award.

SELECTION OF AWARD WINNERS

Selection of the award winners will be based upon any or all of the following criteria:

* Quality of work performance:
  + Innovative and creative thinker
  + Decisive in action
  + Willingness to share knowledge about the University
  + Exemplary in job performance and accomplishment of responsibilities in
  + their area
  + State or National recognition of work or program or professional activities
  + Community activities (and/or services)
  + University activities and/or services other than direct responsibilities
* Human Relations and Communication.
  + with students (if there are opportunities for these contacts)
  + with employees the administrator supervises (if any)
  + with superiors
  + with other University Staff
  + with the general public (if there is there are opportunities for these contacts)

COMPOSITION OF SELECTION COMMITTEE

The selection committee, appointed by Administrative Senate, will consist of at least five (5) administrators (one of whom will be designated as chairperson by the Administrative Senate), one faculty member, one classified staff member, one graduate student and one undergraduate student.

PROCEDURES

* The Administrative Senate will promote awareness of the award and will establish the selection committee during the fall semester of each academic year.
* Working with the Selection Committee, the Senate will develop the nomination form and will solicit nominations through appropriate means.
* The Senate will designate person(s) (*usually the chair of the selection committee*) to collect and certify nominations. The designated person(s) will inform the selection committee of the names of the qualifying administrators nominated for the award. The date the nominations are closed will be determined by the Selection Committee; typically this will occur immediately prior to Winter Closure.
* The Selection Committee will gather information about the nominees, through the use of forms to be completed by the nominees, as well as recommendations solicited from individuals named by the nominees. The Selection Committee will recommend the name(s) of award winner(s) to the President of Ohio University for final approval.
* The awards will announced by the President of Ohio University at the annual Service Awards Ceremony; the date to be determined by the Service Awards Committee of the Administrative Senate.

AWARDS

***Three awards will be granted annually. Each award will include an appropriate certificate and $1000.00 in cash to be used at the discretion of the recipient. Funding to support the awards will be obtained by the administered through the Administrative Senate. The awardee’s name and title will be added to the Outstanding Administrators Board, in permanent recognition of this honor.***