

**Iowa State University – Debbie and Jerry Ivy College of Business**  
**Dean’s Advisory Council**  
**Staff Award Nomination Instructions**

**Award:** \$1500 and a plaque for the winner of each award.

**Eligibility:** Staff members who have been at the Ivy College of Business for at least one year and meet any additional requirements listed for each award are eligible if they have not won that award in the past three years.

**Nomination Process:** Nominations may come from any faculty or staff member. Nominations must be filled out online (<https://ivy-prr.bus.iastate.edu/update>) by April 1. The online form will ask for a nomination statement (600 word max), the nominee’s CV, and supporting materials, as appropriate.

**Decision Process:** The Staff Development Committee and a member of the Dean’s Advisory Council will evaluate nominations and recommend winners for each award.

Award	Criteria
<b>Staff Student Impact</b> <i>Up to two awards may be given, especially if some staff are nominated because of teaching activities</i>	Evidence of positive impact on student success, including <ul style="list-style-type: none"> <li>- Helping students achieve academic, personal or career success</li> <li>- Leading or creating innovative programs that impact students</li> <li>- Supporting or participating in events for students</li> </ul>
<b>New Staff Outstanding Professional</b> (4 years or less)	Evidence of outstanding performance, including <ul style="list-style-type: none"> <li>- Excellent service to the college and/or University community that goes above and beyond one’s formal job duties</li> <li>- Demonstrated innovation in accomplishing position responsibilities</li> <li>- Exhibits potential for future contributions to the college or university community</li> </ul>
<b>Staff Outstanding Professional</b> (5 years or more)	Evidence of outstanding performance, including <ul style="list-style-type: none"> <li>- Excellent service to the college and/or University community that goes above and beyond one’s formal job duties</li> <li>- History of leading or supporting in critical ways special projects and initiatives</li> <li>- Continual engagement with personal and professional development</li> </ul>

<b>Staff Outstanding Supervisor</b> Director, Associate Director, Assistant Director	Evidence of outstanding management of others (direct reports and/or peers), including <ul style="list-style-type: none"> <li>- Setting and monitoring progress toward goals for team members</li> <li>- Providing training/development and other necessary resources to team members</li> <li>- Providing feedback and encouragement to direct reports, related to both the job and broader career aspirations</li> </ul>
<b>Staff Inclusion Excellence</b>	Evidence of advancing the Iowa State Principles of Community, including <ul style="list-style-type: none"> <li>- Promoting diversity with stakeholder groups</li> <li>- Contributing to a culture of inclusion in their department or unit</li> <li>- Identifying and challenging bias and discrimination</li> </ul>