

Ganelle Bullock Staff Outstanding Service Award

The Ganelle Bullock Staff Outstanding Service Award was established by Ms. Bullock to recognize the important role staff members play in furthering the mission of the LSU Agricultural Center. Without the assistance of staff members in positions ranging from clerical and farm support to nutrition educators and computer programmers, the AgCenter's research and educational programs would not be possible. The Ganelle Bullock Staff Outstanding Service Award, presented annually, recognizes those staff members who consistently demonstrate the highest levels of performance and strive to bring to their work the qualities Ms Bullock promoted throughout her career with the AgCenter: commitment and loyalty to the organization, service, effectiveness, efficiency, creativity, excellence, leadership, integrity, self-development, a positive outlook, and care and concern for others.

Eligibility Criteria

1. Current classified and non-classified AgCenter staff members (full-time and part-time) are eligible. (Academic, student and transient employees and graduate assistants are ineligible.) An employee may receive this award only once.
2. A nominator may be any current AgCenter employee. An employee may nominate his/her subordinate, supervisor, co-worker or other individual he/she feels should be considered for this award.
3. The nomination form must be signed by the nominator and one witness (also an AgCenter employee). The nominee's unit head also must sign the nomination form. Nominations may be submitted without the unit head's signature and the HRM Office or the reviewing committee will obtain it.
4. The nomination must be typewritten and only one person may be nominated per form. A copy of the nominee's job description must be attached to the nomination.

Nomination Criteria

1. The nomination should be brief, to the point, and limited to 1-2 typewritten pages (additional pages will be discarded). Specific illustrations of how the nominee fulfills requirements of the indicated categories will be most helpful to the reviewing committee in evaluating the application.
2. Do not submit letters of recommendation and supplemental material as they will not be considered.
3. As with any organization with diverse positions, it is recognized that different positions provide different opportunities to excel. For example, a position with a high level of clientele contact may provide regular opportunities for service. A position involving coordination of numerous activities may provide regular opportunities for leadership. To counterbalance this aspect, the reviewing committee will be asked to evaluate the individual's performance against the potential of his/her position.
4. The most important consideration for the award is the individual's job performance, not their job duties. Therefore, rather than outline the nominee's duties, the nomination should focus on describing how the nominee has demonstrated superior work performance.

Selection of Award Recipient

1. The nominations will be reviewed by the HRM Office to ensure eligibility criteria are met.
2. Eligible nominations will be given to a reviewing committee consisting of two staff and two faculty members. The reviewing committee will meet and select the three top nominations.
3. The three top nominations will be given to the Vice Chancellor for Research and the Vice Chancellor for Extension who will recommend one nominee to the Chancellor. The Chancellor will make the final decision.
4. The award will include a \$2000 stipend presented at Annual Conference.



GANELLE BULLOCK STAFF OUTSTANDING SERVICE AWARD NOMINATION FORM

(Please read instruction sheet before completing this form)

Nominee Name _____ **Date** _____

Position/Job Title _____

Unit _____

Selection will be based solely on attached responses to the questions below. Please limit responses to 1-2 typewritten pages. (Letters of recommendation and supplemental material will not be considered.) **Attach job description.**

1. Provide specific examples of this employee's outstanding performance as it relates to demonstrating an understanding of the mission of the AgCenter and contributing to the achievement of unit and campus goals. *The review committee will be looking for points which show that the nominee strives to incorporate the mission, goals, and special initiatives of the AgCenter in his/her work and actively contributes toward them.*
2. How has this employee made contributions in terms of ideas promoting effectiveness, efficiency and economy? This addresses ideas which improve quality and/or reduce costs and time associated with tasks. *This question recognizes contributions which demonstrate a desire to evaluate how work can be best accomplished instead of just completing assigned tasks.*
3. How has this employee enhanced relationships within and outside the unit and contributed to the positive image of the unit and the AgCenter? *The review committee will be looking for points which demonstrate a positive impact on morale, team-building, service to co-workers and clientele, setting positive examples for others, and representing the AgCenter in a positive manner.*
4. What has this employee done which shows a commitment to self-development and improvement? *This includes activities which show a desire to improve skills, learn new areas, and otherwise better prepare oneself to make positive contributions in the workplace.*
5. How does this employee demonstrate a positive attitude in the workplace, a respect for others, and for valuing diversity and the contributions of others? *This relates to care and concern for others and for being a good citizen within the organization.*
6. Provide specific examples of how this employee has demonstrated superior work performance over the assigned duties as outlined on the attached job description. *The reviewing committee will be looking for points which indicate the highest level of work performance, going the extra mile, and a commitment to excellence.*

NOMINATOR Name _____ **Telephone** _____

Title _____ **Unit** _____

This nomination is accurate to the best of my knowledge and meets all eligibility criteria and directions given on the nomination form instruction sheet.

Nominator Signature _____ **Date** _____

WITNESS Name _____ **UNIT HEAD Name** _____

Unit _____ **Telephone** _____

Telephone _____ **Date** _____

Witness Signature _____ **Unit Head Signature** _____

Submit completed nomination form to *Rebecca Smelley* (rsmelley@agcenter.lsu.edu).