

2008

MSU OUTSTANDING SUPERVISOR AWARD

Members of the MSU community are invited to nominate a supervisor / administrator who ***consistently supports the WORK/LIFE (professional/personal) needs of their employees/staff*** through positive leadership and managerial practices. If the following characteristics fit a supervisor you work with, please complete a nomination form (attached).

Does your supervisor...

- ✓ Understand work/life balance
- ✓ Allow flexible schedules
- ✓ Treat everyone with dignity, respect and integrity
- ✓ Promote teamwork, while supporting individuals' well being
- ✓ Humanize the work environment and treat employees as people first
- ✓ Have a positive leadership style which empowers others

Is your supervisor...

- ✓ Familiar with University work/life policies and procedures
- ✓ Sensitive to individual needs
- ✓ Familiar with the MSU Family Resource Center services and other campus support programs

Winners have represented all different levels of the university!

For a list of past winners, articles, and photos, visit:

www.frc.msu.edu/awards/outstanding-supervisor-award/



Past recipients represent various levels at the University!



Dr. Jamie Willard, Biosafety Officer, Office of Radiation, Chemical, and Biological Safety (2007), and Karen Plaut, Department Chairperson, Animal Science (2007), are surprised by the Outstanding Supervisor Award Committee "Prize Patrol!"

Nomination Process

- Submit a completed nomination form (attached).
- Attach a typed or clearly printed narrative describing your relationship with this supervisor; (how long you have known them, how often you interact with them, and how they support you personally and demonstrate work/life sensitivity and values). Recommended length is one page.
 - **Please provide specific, personal examples.**
 - Any supervisor nominated in the past may be nominated again as long as they are not a past award recipient.
 - Faculty, academic staff, support staff & student employees are encouraged to nominate their supervisors who have been in the position for more than two years.
- Obtain **2-4** additional letters from other employees in your department. They should follow the same criteria as your letter (submit them with yours).
- In addition to those writing letters, submit the names, phone numbers, and email addresses of **2** other individuals from your department who would be willing to validate this information.
- Include a copy of the department's organizational chart or a description of the supervisor's direct or indirect contact with various levels of personnel.
- Please submit 10 copies of the entire nomination packet.
- Nomination package must be submitted by Monday, June 2, 2008 to the Family Resource Center. No faxes please!

*Nominators will be notified in early September if their Supervisor has been selected.
Celebrations will occur around National Bosses Day in October (Thursday, Oct. 16, 2008).
Arrangements will be made based on supervisor and department availability.*

This is more fun for everyone if you **KEEP IT A SECRET!!!**

Sample quotes from nomination letters...

"She allows me to adjust my hours and to make up time when it is possible to work on projects at home."

"What a joy to work for someone who is dedicated to 'bringing out the best' in us all."

"She fostered a close-knit team by encouraging social and departmental functions for faculty and staff together."

"I love working for him because he is very understanding and honors time off request whenever possible."

Chris Jenson, House Keeping Supervisor, Kellogg (2007)



2008 MSU Supervisor Recognition Award

Nomination Form

DEADLINE – Monday, June 2, 2008

Nominee Information

Name of nominee: _____

Position of nominee: _____

Department: _____

Office mailing address: _____

Phone: _____

Approximately how many employees does this individual supervise? _____

How long has the nominee held this position? (must be in current position at least 2 years) _____

Nominee's Supervisor Name and Title: _____

Campus Address: _____ Phone: _____

Nominator Information

Name of nominator: _____

Position of nominator: _____

Department: _____

Office mailing address: _____

Phone: _____ Email: _____

Checklist for Nominators

- Nomination form completed
- Nomination letter
(1 pg. limit recommended)
- Two to four letters of support
(1 pg. limit recommended)
- Two references (Names, email addresses, and phone numbers)
- Organizational chart or illustration of supervisors direct reports.
- 10 copies of entire packet

Office Use Only

Date received: _____

Packet complete?

- Yes
- No, missing the following:
 - Nomination form
 - Nomination letter
 - Two to four letters of support
 - Two references
 - Organizational chart or illustration
 - 10 copies of entire packet

Send packet via campus mail to: Family Resource Center, 225 Nisbet Building Questions? Call 432-3745