

2024-2025

Student Affairs Excellence Awards

Nomination Packet

The Division of Student Affairs invites the Wichita State University community to submit nominations for outstanding Student Affairs Staff for the Student Affairs Excellence Awards. These awards recognize the dedication and excellence of staff serving in the Division of Student Affairs who have provided exemplary, dedicated and caring service to divisions purpose to Connect Every Student. Further, these awards honor and celebrate Student Affairs employees who showcase innovation and commitment to student-centered efforts at Wichita State University. Nominations can be submitted by anyone from within the Wichita State University community.

Nomination materials must be submitted by **5:00 pm CST on Friday, February 21, 2025.**

**Please send questions to Kennedy Rogers at** [**kennedy.rogers@wichita.edu**](mailto:kennedy.rogers@wichita.edu)**.**

**Pillar in Connecting Every Student Awards**

Each year the Division of Student Affairs will request nominations of Student Affairs staff members from the WSU campus community. The pillar awards are awarded to staff who embody and exemplify divisional pillars and commitment to the common purpose of Connecting Every Student.

**To be eligible for the Pillar in Connecting Every Student Award:**

* Nominees must be permanent Wichita State University employees, with at least a .5 appointment and minimum of 1 year of service in the Division of Student Affairs at WSU.
* Nominee must meet one or more of the following criteria:
* Demonstrates notable behaviors reflecting the four pillars of Student Affairs.
  + - *Equip*: cultivate growth, efficiency, and development by equipping themselves and others with the tools, resources, and support they need to succeed.
    - *Engage*: foster active participation, engagement, and connection with and within the Division of Student Affairs.
    - *Empower*: enable and support others to take initiative, make decisions, and develop a sense of confidence and ownership in their shocker experience.
    - *Educate*: encourage self-knowledge, knowledge-sharing, and continual learning to promote holistic well-being.
* Consistently promotes, engages and embodies a student-centered attitude and approach to elevating the shocker experience.
* Commitment to and understanding of diversity, equity, and inclusion within the Shocker community outside of the scope of their day-to-day job duties through communication, innovation, improving the office/university environment, and engagement.
* Strong commitment to WSU through extensive committee service, cross-campus collaboration, and Shocker Pride.

**Selection**

* Five (5) nominees will be recommended to Cabinet - they will determine specific pillar awards as well as the overall Connecting Every Student Award

**Nomination Rules**

* The nomination should clearly illustrate the significant accomplishments / services exhibited by the nominee that are BEYOND the expectations of the duties and responsibilities of their position.
* A minimum of two letters of support are required in addition to the nomination form.

**Additional Information**

* Each year a new process begins. People who have been previously nominated but have not won an award may be nominated again.
* Previous award winners are NOT eligible nominees and will be asked to serve in the review process next year.
* All submitted materials become the property of the selection committee.

**DSA Service Excellence Awards**

Recognizing and celebrating the hard work and dedication of employees is essential to building a positive and engaged work environment. The Service Excellence Awards aim to honor the outstanding contributions, leadership, and service of Student Affairs staff members who go above and beyond in their roles. These awards will provide an opportunity to highlight the impact that staff in Student Affairs have on the Wichita State University community.

**To be eligible for the Service Excellence Awards:**

* Nominees must be permanent Wichita State University employees, with at least a .5 appointment in the Division of Student Affairs.
* Nominees must exemplify characteristics that pertain to each award.

1. **The Rising Star Award:** The Rising Star Award recognizes employees who have made an impact during their first three years of service in the division. Recipients must have two years or less of service at the time of submission and have demonstrated great potential and investment to the campus community.
2. **Milestone Award:** The Milestone Award recognizes employees who have been at the institution for at least four years who have contributed to the success of the organization through their use of personal initiative, commitment to learning, analytical and critical thinking skills, motivation of others, and problem-solving capabilities.
3. **The Unsung Hero Award:** The Unsung Hero Award recognizes the contributions of an employee who provides exceptional service within essential administrative and/or operational functions within the division but are not necessarily always in direct contact with students.
4. **The Outstanding Supervisor Award:** The Outstanding Supervisor Award recognizes a supervisor of professional staff (including part-time and grads) who has demonstrated exceptional management, supervision, and support of their staff personally and professionally.
5. **The Transformational Leader Award:** The Transformational Leader Award recognizes an individual who has demonstrated exceptional leadership by inspiring and motivating others to achieve extraordinary outcomes. This leader drives significant positive change within the organization, fosters a culture of innovation, and empowers team members to reach their full potential.

**To Nominate a Staff Member:**

* [**Nomination Form:**](https://wichitastate.co1.qualtrics.com/jfe/form/SV_bj4O0qbHSugfyBM) Please complete and submit the nomination form.
* **Nomination Letter:** This letter should be no more than 2 pages and describe significant accomplishments and examples of outstanding service and other supporting evidence related to specific award criteria.
  + The letter should be uploaded as a file into the nomination form.