

**CHRISTIE MIREE USA NATIONAL ALUMNI ASSOCIATION
OUTSTANDING EMPLOYEE SERVICE AWARDS
PROCEDURES/GUIDELINES**

PURPOSE

The University of South Alabama National Alumni Association wishes to acknowledge alumna and USA Trustee Christie Miree for her endowment of the Outstanding Employee Awards Program. These awards recognize the excellent service provided to students, alumni, and other constituencies by the employees of the University of South Alabama. To accomplish this goal, the Association recognizes selected University employees annually for their outstanding service and dedication.

PROCEDURES FOR IMPLEMENTATION

1. The Alumni Association recognizes nominees for the annual Christie Miree USA National Alumni Association Outstanding Employee Service Awards from the following seven divisions and two hospitals:

Academic Affairs, Dr. David Johnson, Division Head

Financial Affairs, Mr. Wayne Davis, Division Head

Health Sciences, Dr. Ronald Franks, Division Head

Hospitals, Mr. Stan Hammack, Division Head

Mitchell Cancer Institute, Division Head

Office of the President, President Gordon Moulton, Division Head

Student Affairs, Dr. John Smith, Division Head

2. Each division and hospital forms a selection committee consisting of three divisional representatives to be selected by the division head. One nominee, where applicable, is selected from the following categories:

610100	Administrative*
610300	Professional
610700	Technical
610400	Clerical
610500	Crafts/Trades
610600	Service

Each category need not be represented if no employee is nominated.

*This category excludes the following positions: President, Assistant to the President, Vice President, Associate/Assistant Vice President, Attorney, Chief Executive Officer, Assistant/Associate Administrator, and Controller.

- Nominations are due to each division vice president by July 24. The division selection committee should receive the nomination packets no later than July 27. The committee's decisions must be submitted to the Office of Alumni Relations no later than August 4.
- The Office of Human Resources will verify qualifications of each nominee for the award as set forth in the following Guidelines for Nomination and certify same to the Office of Alumni Relations by August 10.
- The nominees will be reviewed by the USA National Alumni Association USA Outstanding Employee Service Awards Advisory Committee and one winner will be selected from each of the categories listed above by September 3.
- Nominations may be made by any regular, full-time campus/hospital employee.
- A standard nomination form will be used by all divisions.
- Winners will be announced and recognized during the USA Employee Service Recognition program on October 1. Each recipient will receive a plaque during the Program and a \$250 cash stipend.

GUIDELINES FOR NOMINATION:

1. Nominees must be regular, full-time campus/hospital employees who have completed at least one year of continuous service and have satisfactory current performance evaluations. Temporary employees, graduate students and faculty are ineligible. Dates of hire and performance evaluations will be confirmed by the Office of Human Resources.
2. Nominees should display outstanding service by "making a difference," based on **one or more** of the following criteria:
 - a. performs "beyond the call of duty" to improve service, quality, and the image of the University, division or department
 - b. exemplifies professionalism and dedication to excellent service and works as a team player
 - c. makes significant contributions to the University, division, or department by developing better ways to execute the job by saving time, space, or money

Once an employee was won the Christie Miree USA Outstanding Employee Service Award, he or she cannot be nominated again. Previous nominees who were not selected may be nominated again. A complete list of previous winners is provided on the nomination form.

**CHRISTIE MIREE USA NATIONAL ALUMNI ASSOCIATION
OUTSTANDING EMPLOYEE SERVICE AWARDS NOMINATION FORM
NOMINATION DEADLINE: July 24, 2009**

Previous recipients cannot be re-nominated, but previous nominees who were not selected may be re-nominated

2002 Recipients

110 Administrative	Ms. Carolyn Parham	130 Professional	Ms. Sally Cobb
135 Technical	Ms. Sharon Davis	140 Clerical	Ms. Vanessa Brown
150 Crafts/Trade	Mr. Charles Lindauer	155 Service	Ms. Sirlesha Douglas

2003 Recipients

110 Administrative	Ms. Kay Cherry	130 Professional	Ms. Brenda Hinson
135 Technical	Mr. David Summer	140 Clerical	Ms. Barbara Shirvanian
150 Crafts/Trade	Mr. Mallard Guy	155 Service	Ms. Jeanette Harper

2004 Recipients

110 Administrative	Ms. Paula Duke	130 Professional	Ms. Gina Massey
135 Technical	Mr. Sheila Husby	140 Clerical	Ms. Betty Pledger
150 Crafts/Trade	Mr. Ronald Collins	155 Service	Ms. Carrie Jackson

2005 Recipients

110 Administrative	Ms. Mimi Summersell	130 Professional	Ms. Sandy Toenes
135 Technical	Mr. Charlie McCants	140 Clerical	Ms. Sharon McDougald
150 Crafts/Trade	Mr. William Clark	155 Service	Ms. Ceola Paige

2006 Recipients

110 Administrative	Dr. Phillip Theodore	130 Professional	Ms. Kara Levens
135 Technical	Ms. Tonya Williams	140 Clerical	Ms. Marsha Butler
150 Crafts/Trade	Mr. Ronald Jowers	155 Service	Ms. Mamie Glover

2007 Recipients

110 Administrative	Ms. Ginny Turner	130 Professional	Ms. Jackie Hopkins
135 Technical	Ms. Denise Jowers	140 Clerical	Ms. Karen Burns
150 Crafts/Trade	Mr. Hardy McCracken	155 Service	Ms. Jacqueline Brown

2008 Recipients

110 Administrative	Mr. Victor Cohen	130 Professional	Ms. Donna Pigg
135 Technical	Ms. Cathleen Sanford	140 Clerical	Ms. Judy Sadler
150 Crafts/Trade	Mr. Charles Mitchell	155 Service	Ms. Mattie Brown

I wish to nominate the following employee for the USA National Alumni Association Outstanding Employee Service Award.

Name _____ Department _____
 Title _____
 Campus Address _____

Explain in detail, on a separate sheet, how your nominee is “Making a Difference” to the University of South Alabama based on one or more of the following criteria:

- a. Performs “beyond the call of duty” to improve service, quality, and the image of the University, division or department
- b. Exemplifies professionalism and dedication to excellent service and works as a team player.
- c. Makes outstanding contributions to the University division or department by developing a better way to execute the job by saving time, space or money.

Nominated by _____ Department _____
 Campus Address _____
 Telephone Number _____ E-mail _____

Please return this completed form to your division head or department head who will forward it to the respective division head. If you have questions, call the Office of Alumni Relations at 251-460-7084.