

GOAL:

The Ann Corbett Student Service Award is designed to recognize an OU staff member who exhibits “above and beyond” dedication to serving the needs of students. Open to any staff member on the Norman campus, this award was established by the sons of Ann Corbett, who retired from OU in 2000 after a 23-year career, to honor her exceptional commitment to assisting students.

AWARD:

One \$1,000 award will be given annually to a Norman campus staff member and will be presented at the spring staff award event.

ELIGIBILITY:

All Norman campus staff members are eligible for this award.

**CRITERIA FOR
SELECTION:**

OU staff members assist students in a very wide range of positions, including advisement, enrollment, financial aid, support for scholarly activities, landscaping, facility maintenance, food services, and support for student organizations and activities. The Ann Corbett Student Service Award is designed to annually honor one staff member who consistently goes above and beyond the standard job description to serve students in an exceptional and meaningful way.

**SELECTION
PROCESS:**

The Senior Vice President and Provost will distribute a call for nominations in January. Nominations are returned to the Provost’s office by mid-February. Each nomination must be accompanied by a minimum of two and a maximum of four letters of support that specifically indicate how the nominee meets the criteria for selection. One of these letters must come from an individual in a supervisory capacity and another from an OU student. A designated selection committee will review the applicants and forward finalists for the position to the Senior Vice President and Provost by the beginning of March.

**AWARD
PRESENTATION:**

The Senior Vice President and Provost will make the final selection and make the announcement in April at the Staff Awards event, to which Ann Corbett will annually be invited and introduced.

NOMINATION FORM
The Ann Corbett Student Service Award

The Jennifer L. Wise Good Stewardship Award is designed to recognize outstanding contributions made by staff, who have been determined to have demonstrated the qualities associated with good stewardship. Any current member of the University of Oklahoma faculty or staff may nominate one or more staff members. Each nomination must be accompanied by a minimum of two and a maximum of four letters of support, which specifically indicate how the nominee meets the criteria for selection. One of the letters must be from the department chair or an individual who serves in a supervisory capacity to the nominee.

To nominate an individual, fill out all three parts of this form. Attach the other letters of support and forward the package to the Provost's Office. If you have any questions, please contact Connie Hamilton at 325-3221.

1. INFORMATION ABOUT THE NOMINEE

Nominee's Name

Job Title

Department

Office Phone

2. INFORMATION ABOUT THE NOMINATOR

TO THE NOMINATOR: You may be contacted to provide additional information about your recommendations. Please complete the following blanks.

Anonymous nominations will not be accepted.

Nominator's Name

Department

Campus Phone Hours/Days at this Number

Campus Mailing Address

3. NOMINATOR'S STATEMENT OF SUPPORT

Please explain why you think the nominee is a good steward of University of Oklahoma resources. Selection criteria are described in the accompanying statement of policies and procedures for this award. Attach an additional sheet if more space is needed.

NOMINATOR'S SIGNATURE DATE

COMMITTEE USE ONLY:

Date Received by Committee _____

Nominee's Social Security Number _____