

**Background and Purpose:** The Dean's Excellence in Administration, Support and Service Award recognizes an individual who has exhibited exceptional skills, dedication, and contributions in administrative and support roles within the College of Agriculture, Food and Natural Resources (CAFNR). This award celebrates individuals who play a vital role in supporting the mission and operations of CAFNR, and whose dedication and contributions make a significant impact on the success and effectiveness of the College. One (1) individual award may be presented for the Dean's Excellence in Administration, Support and Service Award.

**Criteria for Award:**

Exceptional Performance and Achievement: Consistent demonstration of exceptional performance and achievement in carrying out administrative and support responsibilities within CAFNR; Exceeding expectations in fulfilling job duties and responsibilities, and consistently going above and beyond in service to the college and its stakeholders.

Customer Service and Stakeholder Satisfaction: Demonstrated commitment to providing outstanding customer service to internal and external stakeholders, including faculty, staff, students, visitors, and other partners; Positive feedback and testimonials from stakeholders attesting to the nominee's professionalism, responsiveness, and effectiveness in meeting their needs and expectations.

Innovative Solutions and Process Improvement: Implementation of innovative solutions and process improvements that enhance efficiency, effectiveness, and quality in administrative and support services; Contribution to the development and implementation of new initiatives, procedures, or systems that streamline operations, reduce costs, or improve service delivery within CAFNR.

Leadership and Collaboration: Demonstrated leadership qualities in guiding and supporting colleagues, teams, or projects within the administrative and support functions of CAFNR; Collaboration with colleagues across departments, units, or functions to achieve common goals, address challenges, and foster a culture of teamwork and cooperation.

Professional Development and Continuous Learning: Commitment to professional development and continuous learning to enhance skills, knowledge, and competencies relevant to administrative and support roles; Participation in training, workshops, seminars, or other professional development activities that contribute to personal growth and advancement within the field.

Adaptability and Resilience: Ability to adapt to changing circumstances, priorities, and demands within the administrative and support environment of CAFNR; Resilience in overcoming challenges, setbacks, or obstacles and maintaining a positive attitude and proactive approach in addressing them.

Ethical Conduct and Integrity: Adherence to high ethical standards and integrity in all aspects of administrative and support activities; Trustworthiness, honesty, and reliability in handling confidential information, making decisions, and interacting with stakeholders with professionalism and respect.

Contribution to Mission and Goals: Contribution to the overall mission, goals, and strategic objectives of CAFNR through exemplary performance and dedication in administrative and support roles; alignment of individual efforts and contributions with the broader mission and priorities of the college, and demonstration of a commitment to advancing its success and reputation.