

Excellence in Diversity Awards

NOMINATION PACKET

For

Recognition and Award Categories

INDIVIDUALS AND TEAMS AWARDS

"Emerging Progress"

"Sustained Effort Toward Excellence in Diversity"

"Lifetime Achievement"

UNITS AND ORGANIZATIONS AWARDS

"Excellent Progress Toward Achieving Diversity and Pluralism"

The logo for Michigan State University, featuring the words "MICHIGAN STATE" above "UNIVERSITY" in a white serif font, set against a black rectangular background.

MICHIGAN STATE
UNIVERSITY

MSU is an Affirmative Action/Equal Opportunity Institution

The Excellence in Diversity Awards

Instructions for Submitting Nominations:

- ◆ Please complete the appropriate form for the category for which you are submitting the nomination.
- ◆ Type or Print legibly the information.
- ◆ Provide the full name, department, campus address and telephone number for individual, team or unit/organization being nominated.
- ◆ Provide the full name, department, campus address and telephone number of the individual, team or unit/organization submitting the nomination.
- ◆ Use a separate Nomination Form for each nominee.
- ◆ Make sure that the contact information is accurate and complete.
- ◆ The *nomination statement* should not exceed THREE (3) pages. A description of the history of all MSU organizations that are nominated must be included in the nomination statement.
- ◆ Include three (3)-one page letters of support. At least one (1) of the support letters must be from an MSU faculty or staff member.
- ◆ Include current vitae or resume for nominees in the "Individual" category.
- ◆ Include the names of ALL individuals that are members of a "Team" nomination.
- ◆ Nominations must provide evidence to substantiate the significant contribution that the individual, team, or unit/organization has made towards advancing diversity, equity, and pluralism at MSU or in the broader community.
- ◆ **Submit 12 sets of each packet by 5 pm, Monday, November 27, 2006. Mail or deliver nominations to the *Excellence in Diversity Program Office, Room 104 Olds Hall.***

Definitions & Eligibility Requirements of Nominees:

Individual: To be eligible, a nominee must be a current student or employee at MSU. A student must be enrolled in an undergraduate or graduate degree program at the time of their nomination. An employee must be a current Michigan State University faculty or staff (academic or University support) member.

Team: Any joint endeavor or group (e.g., ad hoc committee) operating collaboratively on a program or initiative within the University community, and is not limited to formal organizational units.

Unit/Organization: College, academic/support department, student, faculty or staff organization recognized as a bona-fide group by the University. Student organizations must be registered and faculty/staff organizations must have within the nomination a statement describing the organizational history.

**INDIVIDUAL: "EXCELLENCE IN DIVERSITY" AND
TEAM: "EXCELLENCE WITHIN COMMUNITY"**

NOMINATION FORM

NAME OF NOMINEE: _____

DEPARTMENT: _____

CAMPUS/LOCAL ADDRESS: _____

CAMPUS/LOCAL TELEPHONE: _____

E-MAIL ADDRESS: _____

NAME OF NOMINATOR: _____

DEPARTMENT: _____

CAMPUS/LOCAL ADDRESS: _____

CAMPUS/LOCAL TELEPHONE: _____

E-MAIL ADDRESS: _____

SECTION ONE: YOU MUST CHECK ONE OF THE FOLLOWING CATEGORIES FOR THIS NOMINATION:

- Individual:** *"Excellence In Diversity"* Award
Nominees for the **Individual Category** must be enrolled students, or current members of the faculty, academic staff or support staff. Nominations for the Individual Category will be accepted for initiatives/programs that promote access, equity and non-discrimination within the University community or MSU and the broader community.

- Team:** *"Excellence Within Community"* Award
Nominees for the **Team Category** must be employed at or enrolled as students with MSU. Nominations for the Team Category will be accepted for members of a "team" that work to transform the institution in the area of diversity by working collaboratively on a program or initiative.

SECTION TWO: YOU MUST CHECK ONE OF THE FOLLOWING SUB-CATEGORIES FOR THIS NOMINATION:

- Emerging Progress:** This category is for **extraordinary** initiatives of five (5) years or less at MSU.

- Sustained Effort Toward Excellence in Diversity (SEED):** This category is for **outstanding** efforts made for at least five (5) years during an individual's or team's career at MSU.

- Lifetime Achievement:** This category is for **exemplary** efforts made throughout a career at MSU for developing program(s) that are sustainable within the University. It must be demonstrated that nominees for this category have collaborated with others at the University or in the surrounding communities to build and support the program(s).

SECTION THREE: The criteria for evaluating individual and team nominations will be as follows and should serve as a guide to assist you with developing the content and rationale for the nomination:

- ◆ Nominees have demonstrated **outstanding** emerging, sustained or lifetime commitment to the value of diversity or multiculturalism within the University or outside the University community. Specific examples can include initiatives/programs that explore a range of themes such as diversity of cultures, religions and abilities and are programs that have become a part of the University's infrastructure and are sustainable.
- ◆ Nominee's emerging, sustained or lifetime commitment to the value of diversity or multiculturalism was demonstrated by documented efforts that went **above and beyond** the normal expectations of the job. Specific examples should be cited.
- ◆ **Outstanding** efforts were made to increase the representation of underrepresented groups within the University. These efforts have demonstrated an emerging, sustained or lifetime commitment to the value of diversity or multiculturalism.
- ◆ **Exceptional** efforts were made to promote a University environment free from bias and discrimination.
- ◆ Nominees have demonstrated emerging, sustained or a lifetime commitment to diversity or multiculturalism by creating or participating in **innovative** curricular programs/opportunities.

**UNIT/ORGANIZATION: EXCELLENT PROGRESS TOWARD ACHIEVING DIVERSITY &
PLURALISM"**

NOMINATION FORM

NAME OF NOMINEE: _____

DEPARTMENT: _____

CAMPUS/LOCAL ADDRESS: _____

CAMPUS/LOCAL TELEPHONE: _____

E-MAIL ADDRESS: _____

NAME OF NOMINATOR: _____

DEPARTMENT: _____

CAMPUS/LOCAL ADDRESS: _____

CAMPUS/LOCAL TELEPHONE: _____

E-MAIL ADDRESS: _____

SECTION ONE: PLEASE CHECK THE CATEGORY APPROPRIATE FOR THIS NOMINATION

UNIT ORGANIZATION

Nominees for the UNIT/ORGANIZATION recognition awards must be a bona-fide entity of MSU. Nominations will be accepted for initiatives/programs that promote access, equity and non-discrimination within the University community. The institutional administrative unit or registered organization must have made contributions that demonstrate a comprehensive, sustained commitment to the Guiding Principle, "Advancing Diversity Within Community," and the goals of the MSU Promise that MSU will be a more diverse and connected community.

Nominations submitted to the Selection Committee for this category of awards will be evaluated for outstanding accomplishments in achieving diversity and sustaining diversity and pluralism. The following elements should be incorporated in the nomination.

Excellent Progress Toward Advancing Diversity Within Community: This category is to recognize MSU units/organizations that have developed effective methods in support of diversity and multiculturalism to create and support a positive atmosphere within the University. The unit/organization consistently sponsored or promoted activities that supported diversity. The unit/organization established and maintained an innovative system to recruit and retain a diverse workplace or environment. The Unit administrator or University organization has consistently supported, encouraged and recognized diversity and multiculturalism.

Excellent Progress Toward Diversity Collaboration: This category is for efforts made in collaboration with other campus units/organizations and community groups to recruit people from diverse and multicultural backgrounds by establishing and maintaining an employment or recruitment process for increasing members of underrepresented groups; sponsored or promoted activities in the area of diversity i.e., conferences, workshops, services.

SECTION TWO: The following are the criteria for nominating a Unit/Organization. The criteria should serve as a guide to assist you in developing the content and rationale for the nomination:

- ◆ **Sponsored or promoted** activities in the area of diversity, multiculturalism, affirmative action, and equal opportunity.
- ◆ **Demonstrated** efforts that have **fostered** an organizational culture that respects diversity and pluralism, including an atmosphere that **is supportive** of affirmative action, equal opportunity and diversity.
- ◆ **Established and maintained** an employment or recruitment process for increasing underrepresented groups.
- ◆ **Established and sustained** a promotion or retention process for increasing the number of underrepresented groups.
- ◆ **Collaborated with** campus and community groups to sponsor multicultural programs/activities for the campus and community populations. The result of this networking has had a **demonstrated positive impact** on the University.