

Hancher-Finkbine Medallion

2011 Staff NOMINATION FORM

The Hancher-Finkbine Medallion Award was established at The University of Iowa in 1964 to recognize student leadership, learning, and loyalty. In 1974, the Finkbine Dinner Committee decided that, in addition to the student awards, one faculty member should receive a medallion each year. Beginning in 2007, the Finkbine Dinner Committee decided to add one additional medallion for a staff member. The award will be rotated between Merit and Professional & Scientific staff members. **In 2011 the award will be given to a Professional & Scientific staff member.** Merit Supervisory Exempt employees can be considered in this category.

The nominee must be in a permanent appointment of at least 50% and employed by the University of Iowa a minimum of ten years. Self nominations will not be accepted. Because this award is given as part of a recognition ceremony for student leaders, support of and interaction with students is highly desirable. The selection of the staff member to receive the medallion will be made by the Finkbine Dinner Committee.

Before filling out this nomination form, please read the attached statement, "The Hancher-Finkbine Medallion Staff Award." It is suggested that nominators obtain vitas from the staff members to be nominated, summarize the vita information on the attached sheets, and attach the complete vita to this form. The departmental executive officer (DEO) should also sign the form.

Nominations must be typewritten and must be limited to the space provided on the attached sheets.

Full name of staff member nominated _____

Position _____

Department _____

I certify that, to the best of my knowledge, the information contained in this nomination form is a correct statement of the leadership, learning, and loyalty qualifications of the above named nominee.

Signature of representative submitting the nomination _____

Address _____ Phone number _____

Signature of Department Head _____

To be signed by the above nominated staff: I approve the release of the information contained in this nomination to be used in the selection for and announcement of the Hancher-Finkbine Staff Medallion. If selected to receive a Medallion, I agree to be present at the Finkbine Dinner on Tuesday, April 5, 2011.

Signature of Nominee _____

TO BE CONSIDERED BY THE FINKBINE DINNER COMMITTEE, NOMINATIONS MUST BE RECEIVED IN THE Office of VP Student Services, 249 IMU NO LATER THAN Wednesday, February 23, 2011.

Hancher-Finkbine Medallion

2011 STAFF NOMINATION PROCEDURES

A complete nomination consists of a total of four (4) pages: the completed nomination cover sheet and three additional pages maximum. Letters of support are not requested.

Nominators should also read the attached "Hancher-Finkbine Medallion Award" criteria sheet before completing the nomination. Self nominations will not be accepted.

SPECIFICATIONS:

- Must be printed on 8.5" by 11" paper.
- Font size must be no smaller than 10 point.
- Margins must be 1" on all sides of each page.

Page 1 (cover sheet):

Fill in the blanks and obtain signatures where necessary on the attached form provided.

Page 2:

Describe why your nominee is worthy of this prestigious University honor.

(One page maximum)

- Address concisely each of the award criteria, **learning, leadership, and loyalty.**
- Provide specific examples of the nominee's qualifications in each criteria area.
Learning could include attendance at work related seminars and workshops, administrative internships, continuing education courses, staff development, and contribution to student learning.
- Refrain from using general statements of support, abbreviations, or professional jargon.

Pages 3-4:

List activities and honors which relate to the award criteria *learning, leadership, and loyalty.*

(Two pages maximum)

- Nominations should include only those activities and honors which relate to the period of time of employment at the University of Iowa not including student employment or less than 50% permanent appointment.
- Elaborate on the activity as you deem appropriate to inform the committee.
Member, XXX Departmental Diversity Committee
Co-leader, Unit Review, Office of Student Financial Aid
Chair, departmental strategic planning committee
Member, XXX professional association
Certification, Food Service XXXXX
Member, Charter Committee on Libraries
- Refrain from using abbreviations or professional jargon.

**DEADLINE: Nominations must be received in 249 Iowa Memorial Union
no later than Wednesday, February 23, 2011.**

QUESTIONS: Contact Belinda Marner, Chair, Finkbine Dinner Committee, at 335-3557 or email belinda-marner@uiowa.edu.

**INCOMPLETE NOMINATIONS OR NOMINATIONS THAT DO NOT ADHERE
TO THE SPECIFICATIONS OUTLINED ABOVE
WILL NOT BE REVIEWED BY THE COMMITTEE.**

The following criteria specifically applies to staff.

THE HANCHER-FINKBINE MEDALLION STAFF AWARD

The criteria for nomination and selection are inscribed on the Medallion itself--
LEARNING - LEADERSHIP - LOYALTY. The suggestions below are intended merely to make more concrete some of the ways in which these general criteria might exhibit themselves in staff. The nominee must be in a permanent appointment of at least 50% and employed by the UI a minimum of ten years. Because this award is given as part of a recognition ceremony for student leaders, support of and interaction with students is highly desirable.

A Staff member who exemplifies the characteristics of LEARNING should:

...be possessed of a keen mind which he or she consciously cultivates and hones through reading, listening, and reflection;

...be intellectually alert and curious, not only in his or her own field of specialization, but also in the other areas important to an educated person;

...demonstrate in written work and spoken dialog that he or she is imbued with the spirit of scholarship in his or her field of professional/work interest.

A Staff member who exemplifies the characteristics of LEADERSHIP should:

...give evidence of willingness to assume responsibility in work by participating in meetings, raising relevant questions, and generally demonstrating active involvement in campus related activities;

...assume, if called on, positions of responsibility in University organizations and groups of which he or she is a member and perform his or her duties with diligence;

...make his or her influence felt on the side of reason and good will, on public issues or issues affecting the life of the University;

...carry his or her daily work, from time to time, beyond the minimum level established--by "walking the extra mile";

...volunteer, on occasion, to take on additional tasks, not from motives of self-aggrandizement but because he or she feels it will advance the objectives of the department and/or University.

The Committee believes that leadership can be both overt and subtle and that it should not be measured solely in terms of the amount of public exposure gained through holding office on University or departmental committee.

A Staff member who exemplifies the characteristics of LOYALTY should:

...give evidence in everyday behavior that he or she adheres to the standards expected of the liberally educated individual;

...measure utterances and actions, not solely from the standpoint of personal conviction and self-interest, but in the context of the best interests of the University as a whole;

...stand firm for personal convictions, if they will pass the tests of reason and good will, even though it may be at the cost of losing group approval

In awarding the Hancher-Finkbine Medallion, the Committee is earnestly searching for staff that already exhibit or give promise of developing these characteristics. The Committee feels strongly that the award should not be based on popularity but on dedication to University students.

Established 2007