



## **AUGUSTA UNIVERSITY EMPLOYEE ADVISORY COUNCIL** **JAMES A. & ERIE P. BLISSIT NOMINATION GUIDELINES**

This award is made possible through an endowment fund established by the late James A. Blissit in memory of his wife, Erie. Erie P. Blissit served seventeen years as an Administrative Assistant to three Medical College of Georgia Presidents and retired after thirty years of service. In 2015, the name of the award was amended to include James A. Blissit who worked over thirty years as the vice chancellor of the University System of Georgia Board of Regents and thirteen years as the Vice President of the Medical College of Georgia.

This award was established to honor an administrative support employee of Augusta University who exemplifies the same dedication to higher education and to Augusta University through outstanding administrative support. It recognizes an individual who models excellence in job performance and service, promotes a positive image and exhibits an example of professionalism for all.

### **I. GENERAL CRITERIA:**

- a. Nominees must be an active, full-time Augusta University employees, with at least one year of continuous employment who provides administrative support services (excluding management and supervisory job functions and leased employees).
- b. Nominee may not have any disciplinary actions on file for the previous 12 months.

### **II. NOMINATION PROCESS:**

**As you develop the description, you may wish to consider the following questions:**

- a. How does this nominee model excellence and outstanding job performance?
- b. How does this nominee stand out from other employees in their service delivery?
- c. How does the nominee promote a positive image of Augusta University and serve as an example of professionalism?
- d. Considering expected performance, how does this nominee go above and beyond to earn the distinction of consideration for this award?

### **III. SUPPORTING DOCUMENTATION:**

**All supporting documentation can be attached to nomination, some examples are as follows:**

- a. Examples of employee's outstanding initiative, resourcefulness, dedication, and/or leadership in performance of job duties.
- b. Examples of significant accomplishments, process improvements, notable success, or recognition received in meeting important job-related goals.
- c. Letters of support/endorsement (optional).