



ANNUAL MAGIS AWARD “SPIRIT OF EXCELLENCE”

Overview:

“Magis,” translated literally from Latin means “more.” Within the context of our Jesuit heritage, it refers to the value that St. Ignatius of Loyola placed on responding gratefully and generously to God’s goodness by striving for excellence in all that we do, and all that we are. The purpose of the Magis Awards is to acknowledge two employees pursuit of excellence throughout the year. The Award is based on performance that exemplifies excellence in performance beyond normal duties: service; leadership or through other professional contributions. All staff and union employees are eligible for this award. The Magis Awards will be presented at the Fall Convocation by the applicable division Vice President.

Award Criteria:

The Nomination Committee will evaluate nominations based on employees that have strongly demonstrated at least one of the four following major attributes:

- a) Excellent performance beyond normal duties** – an exceptional or unique contribution in support of a division, department, or College objectives; employee exceeded all expectations in accomplishing their job duties.
- b) Excellent service to the Le Moyne Community** – strives for excellence in service to others at Le Moyne or the community at large; strongly demonstrates respect of others; passion for the Jesuit mission such as community service.
- c) Excellent Leadership and teamwork** – strongly advocates and promotes change when it is important to do so; excellent in building relationships; strongly demonstrates acceptance of others; inclusive of others with diverse backgrounds; approaches each interaction with a strong positive attitude.
- d) Extraordinary professional contribution** – strongly demonstrates creativity in their job, innovations; developed new and more efficient ways of accomplishing tasks or job duties; deeply enhanced the knowledge base of a group of employees/colleagues/department regarding a pertinent topic either through training, a presentation, or research.

Other Nomination Provisions:

1. Eligibility: all full-time staff and union employees.
2. A project team may be nominated.
3. Whole departments are not eligible.
4. Members of the Nomination Committee are eligible.
5. No restriction on how often an employee can acquire the Magis Award.
6. An employee may self nominate.
7. Students may nominate an employee.

Annual Magis Award Nomination Form and Instructions

Nomination Submission Instructions:

Nominations must contain adequate factual or descriptive material to describe the extent to which an individual meets the award's criteria. Include the following items to support the nomination:

1. The nomination form along with a statement completed by the nominator that outlines at least one of the four Magis's attributes performed by the nominee (no more than 250 words).
2. In addition to the nominator, at least two (2) letters of support for the nominee from persons other than nominator.

Deadline:

Please submit all materials **to arrive no later than Friday, May 31, 2013 paper copy mail** to Human Resources 2nd floor Grewen Hall or e-mail documents to lemoynehr@lemoyne.edu indicate in **subject line, Ignatian Mission Award Nomination**.

I would like to nominate the following employee for the above award:

Name

Title

Department

Nominator:

(Note: If a student, simply include name and class year, if self, write "Self" on Name line)

Name

Title

Department

Extension

Signature of Nominator (required)

Date