LE MOYNE

SPIRIT. INQUIRY. LEADERSHIP. *JESUIT.*

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* Award is to acknowledge an employee's pursuit of excellence throughout the year. The award is based on performance that exemplifies excellence beyond normal duties: service, leadership or through other professional contributions. All administrators, staff and union employees are eligible for this award. **Two** *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 two strong demonstrations of at least one of the following *Magis* attributes:

a) **Excellent performance beyond normal duties** – an exceptional or unique contribution in support of a division, department or College objective; employee exceeded all expectations in accomplishing 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 job performance, 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 administrators, staff and union employees.
2. A project team may be nominated.
3. Whole departments are not eligible.
4. Members of the Nomination Committee are not eligible.
5. No restriction on how often an employee can acquire the *Magis* Award.
6. An employee may self-nominate.

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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 attributes performed by the nominee (no more than 250 words).
2. In addition to the nominator, one letter of support from the department head of the nominee at the director level or higher,

   Or alternatively two letters of support for the nominee from persons other than nominator.

Deadline

Please submit all materials to **arrive no later than Tuesday, August 16, 2011.** Paper copy should be mailed to Human Resources, 2nd floor, Grewen Hall or email documents to lemoynehr@lemoyne.edu, and indicate in subject line ***Magis* 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