



President's Award for Inclusive Excellence and Diversity

[STAFF/MPP RECOGNITION]

2024-25 Guidelines and Call for Nominations

PURPOSE OF THE AWARD

The President's Inclusive Excellence and Diversity Award is an annual honor that recognizes an individual for their outstanding contributions to promoting the University's goals in diversity, inclusive excellence, educational equity, and social justice.

ELIGIBILITY

The President's Award for Inclusive Excellence and Diversity alternates annually between faculty and staff/MPPs. This year, a deserving Staff/MPP member will be recognized. Eligible individuals can either apply for the award or be nominated.

TIMELINE

| SEP 03 | OCT 07 | OCT 28 | NOV 22 | DEC 13 | JAN 16, 2025 |
|------------------------|----------------------------|------------------------------------|---|----------------------|--------------------------------------|
| • Call for nominations | • Deadline for nominations | • Deadline for dossier submissions | • Selection Committee recommendation due to the President | • Award announcement | • CSUSM Awards & Service Celebration |

NOMINATION PROCESS

Individuals may be nominated by their peers or self-nominated. Nomination letters should be submitted electronically and should:

1. include a completed Award Nomination Cover Page.
2. address the award criteria listed below.
3. be between 100-500 words in length.

Nomination letters should be submitted electronically to the selection committee through the Office of the President, presidentialawards@csusm.edu. Please, include the award name in the email's subject line.

All nominees will receive a copy of their nomination letter.

SELECTION CRITERIA

Nominations must address criteria number 1 below. Nominations should also be able, although not required, to address criteria numbers 2-4. Awards will be based on a nominee's efforts and activities that are above and beyond the routine expectations of their mandated job responsibilities. All nominees may choose to identify what activities are wholly voluntary and have fallen outside their compensated assigned duties.

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1. **CSUSM Goals**– How has the nominee demonstrated significant achievement in advancing the University’s goals in the areas of diversity, educational equity, inclusive excellence, and/or social justice?
 2. **Leadership** – How has the nominee demonstrated superior leadership and commitment to the enhancement, development, and sustainability of diversity, inclusive excellence, educational equity, and/or social justice?
 3. **Creativity** – How has the nominee advanced existing diversity initiatives in unique and creative ways?
 4. **Impact** - Has the nominee been successful in advancing the University’s goals in the area of diversity? What has been the impact or results of their efforts?

SELECTION PROCESS

The selection committee is composed of the following members:

1. The Chief Diversity Officer
2. One faculty member chosen by the President
3. One academic administrator chosen by the Provost
4. One current CSUSM student appointed by Associated Students, Inc.
5. A member of the Academic Senate Executive Committee
6. A lecturer faculty member appointed by the Academic Senate
7. The immediate past recipient of the award (or a designee appointed by the Executive Committee of the Academic Senate)

Committee members will review nominations and recommend a nominee for the award, explaining the reason for their recommendation to the President. The President will make the final decision based on the Selection Committee’s recommendation.

An announcement to the campus community will ensue after the President has selected the award recipient. Recognition of the honoree will take place at the CSUSM Awards and Service Celebration, and they will receive a \$2,000 privately funded award and a plaque.

Award criteria and process shall be reviewed every three years for currency and clarity.

SUBMISSION/INFORMATION CONTACT

Nominations, applications, and all questions should be directed to Melinda Jones in the Office of the President; by email at presidentialawards@csusm.edu.