Missouri State University
WEST PLAINS

Part-Time Employee of the Year Award

Criteria
Superior service to the university can come in many forms. The university wishes to recognize those staff employees who strive to do their jobs well on a daily basis, those who go above and beyond the call of duty in a special situation, and those who have contributed in a significant way to the success of the university.

Given the diversity of jobs and positions among university staff, it would be nearly impossible to apply any given set of criteria to every applicant. Thus, awards will be considered on an individual basis, in light of the individual's service to the university and particular position of employment.

Eligibility
- Must be a part-time staff member (non-student) on either the MSU-West Plains or Mountain Grove campus.
- Must have at least one year of part-time employment with MSU-WP as of December 1, 2026
- Must be actively employed at the time of award presentation.
- There is no limit on the number of times an individual employee may receive an award, but individuals may not receive an award for two consecutive years.

Nominations
Currently employed full-time staff and full-time faculty are encouraged to nominate part-time staff for the award.

Nomination forms should be substantive, with a clear rationale for the nomination. Nominees will be notified of their nomination.

Selection process
The Awards Committee consists of two MSU-WP Staff Senate appointees and one representative each from the WP administrative council, human resources, and the Mountain Grove Shannon Hall campus.

The Awards Committee reviews all nominations received and selects the award recipient by committee consensus. Recommended award recipients are subject to final approval by the Chancellor.

Nomination deadline
Friday, January 8, 2027

Awards presentation
The recipient will receive a one-time $750 award. They will also be honored with a framed certificate of achievement during the annual Employee Appreciation Luncheon and will be recognized on MSU-WP social media and in the West Plains Daily Quill.

MSU-WP Part-Time Employee of the Year
2027 Nomination Form
For service January-December 2026

Nominee Information

Name:

Position:

Department:

Please describe the contributions to the university that make this individual deserving of significant recognition. Provide specific information and examples about work ethic, and "above and beyond" work performance:

Nominator Information

Name:

Department:

*Please return completed nomination forms to Alyssa Collins, AlyssaCollins@MissouriState.edu or Kellett 203, by **1/8/2027**.*