

COLLEGE OF SOCIAL SCIENCE

Matt Hansen Support Staff Award

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Dean's Advisory Committee for Support Staff (DACSS)

The College of Social Science Dean's Advisory Committee for Support Staff (DACSS) is pleased to present the annual Matt Hansen Support Staff Award. This award was created to recognize support staff within the college who provide exemplary service and deliver an outstanding Spartan experience in fulfilling their job responsibilities. The award recipient(s) will receive a \$1,000 monetary award and will be presented with an award plaque in the spring.



College of Social Science
MICHIGAN STATE UNIVERSITY

ABOUT THE AWARD

Matt Hansen was the inaugural recipient of the College of Social Science Support Staff Award, receiving it in March 2020. Matt served as an Administrative Assistant in the Department of Human Development and Family Studies, and fully exemplified the desired qualities of award recipients--including commitment to excellence and service to community. Matt made a strong and unique impact on all who came in contact with him, and through his true professionalism, fostered a positive culture and climate throughout our College. Matt's life was cut short, leaving his family and the College of Social Science community with a void that cannot be filled. In recognition and celebration of Matt's young life, the college support staff award is named in his honor.

AWARD ELIGIBILITY

- Regular staff members in job classifications under CT, AP, or ASPA. Student, temporary, and on-call employees are not eligible to be nominated.
- Current DACSS members are not eligible to nominate, be nominated, or write a letter of support.
- Minimum of one year of service in the College of Social Science. Primary assignment must be in the College of Social Science.
- Award recipients are not eligible to be nominated again for at least five years after receiving award.

CRITERIA

Include but not limited to:

IMPACT

- Contributes to the mission, vision, and values described in the College [strategic plan](#) -- above and beyond what is reasonably expected
- Seeks to continuously improve efficiency of SSC operations, as well as student, staff and/or faculty experiences

CULTURE/CLIMATE

- Displays a positive attitude
- Demonstrates a commitment to diversity, justice, inclusion, and civility

PROFESSIONALISM

- Personifies resilience, flexibility, and dependability
- Promotes productive relationships across the unit, College and University
- Consistently pursues excellence in performance of job responsibilities

NOMINATION PROCESS

Nominators can be any member of the College of Social Science community (co-worker, supervisor, faculty, or student).

WHAT TO SUBMIT

1. Nomination form
2. Nominator letter
3. Two additional letters of support (from anyone across campus with direct knowledge and experience interacting with the nominee).

Each letter should encompass the award criteria and be limited to two pages. Only these three letters will be reviewed. Nomination materials must be attached to a single email (preferably in a single PDF) and sent to SSC.DACSS@msu.edu





NOMINATION FORM

Matt Hansen Support Staff Award

INSTRUCTIONS

Send nomination materials in a single email (preferably in a single PDF) to SSC.DACSS@msu.edu.

Required Nomination Materials include:

- ☐ Nomination Form
- ☐ Nominator Letter
- ☐ Two additional Letters of Support

Nominators can be any member of the College of Social Science community (co-worker, supervisor, faculty, or student).

Each letter should encompass the award criteria and be limited to two pages. Only these three letters will be reviewed.

No nomination forms will be accepted after the deadline.

NOMINEE INFORMATION

Nominee's Name: _____

Nominee's Department: _____ Title: _____

Nominee's Work Address: _____ Phone: _____

Nominee's Supervisor (if known): _____

Describe the Nominee's Job Duties:

YOUR INFORMATION

Your Name: _____

Department: _____ Title: _____

Work Address: _____ Phone: _____

E-mail Address: _____