



## NOMINATION GUIDE

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**ETSU Heroes** is an annual recognition program celebrating the impactful and extraordinary service of people across the East Tennessee State University community. The stories of the individuals honored with an ETSU Heroes medallion are indicative to what makes ETSU such a special place to work, teach, and learn. This honor is to recognize role models committed to demonstrating the highest level of excellence. ETSU Heroes will receive a medallion and taxable cash award.

## Timeline – Spring 2023

- Nomination Period March 1 - August 15
- ETSU Heroes notified Early September
- ETSU Heroes Recognition Ceremony October 11

*Nominations received after August 15, 2023 will be eligible for the next round of ETSU Heroes recognitions.*

## Eligibility

Members of the ETSU community are eligible, this includes individuals employed by ETSU as well as individuals employed by Sodexo, MEAC or Follett. Undergraduate, graduate and online students are not eligible to be nominated as ETSU Heroes unless employed as a temporary or regular ETSU employee, or employed by Sodexo, MEAC or Follett.

An ETSU Hero nominee must demonstrate one or more of the Selection Criteria and Standards at the highest level, reflective of excellence and putting people first.

## Selection Criteria and Standards

**Nominees must demonstrate one or more of the following:**

**Flexibility and Adaptability** – seizes the opportunities that change represents; demonstrates flexibility and adaptability. Helps others anticipate change, envision the future, and meet transitional challenges.

**Community Building** – builds or strengthens a caring, connected university community. Significantly contributes in making ETSU a great place to work, teach, and learn.

**Innovation and Proactive Leadership** – uses highly effective or novel practices to inspire and lead others; proactively identifies and resolves challenges or barriers that interfere with University activities to further the University’s mission.

**Extraordinary Service** – supports internal or external constituencies in ways that exceed expectations and result in unexpected and positive outcomes.

**Exemplary Relationship Building** – succeeds at creating a safe, respectful, and welcoming environment for everyone. Takes actions to increase diversity; challenges exclusionary attitudes, actions, or results. Goes above and beyond to make the jobs of others easier and more impactful. Shares knowledge, expertise, and information generously.

**Stewardship** – upholds [ETSU Mission and Values](#); provides quality, service, or safety while improving efficiency or reducing cost; and protects the University community from risk or harm.

## Nomination Information

### Nomination Information

- Ongoing nominations will be accepted, however, only those nominations received by August 15, 2023 will be considered for the ETSU Heroes Recognition Ceremony on October 11, 2023. Nominations received after August 15, 2023 will be eligible for the next round of ETSU Heroes recognitions.
- A Selection Committee reviews eligible nominations under the guidance of the defined selection criteria and standards.
- Nominators may be contacted by the Selection Committee to provide additional information.
- Recommendations will be presented to the President and Chief Operating Officer for final selection.
- Members of the Selection Committee are not eligible for nomination.
- Individuals chosen as ETSU Heroes are notified prior to a public announcement to the ETSU community

### Nomination Instructions

- [Online nomination submissions](#) (dynamic form) are recommended; Alternative nomination methods accepted upon special request by contacting 423-439-5381.
- Nominations should convey a nominee's performance and award worthiness.
- Include tangible examples of how the individual went above and beyond the daily responsibilities of the job such as testimonials and quotes from others of how the individual models the standard of excellence.
- Accomplishments or achievements that fall outside the described Selection Criteria and Standards may be considered.
- Avoid jargon and acronyms or define them if needed; members of the Selection Committee may not be familiar with them.

Questions may be directed to [etsuheroes@etsu.edu](mailto:etsuheroes@etsu.edu)

## Frequently Asked Questions

### *What is ETSU Heroes?*

ETSU Heroes is an annual recognition program that honors and celebrates the impactful and extraordinary service of people across the East Tennessee State University community.

***Who is eligible to be nominated as an ETSU Hero?***

Members of the ETSU community are eligible to be nominated. This includes individuals employed by ETSU as well as individuals employed by Sodexo, MEAC or Follett. Undergraduate, graduate and online students are not eligible to be nominated as ETSU Heroes unless employed as a temporary or regular ETSU employee, or employed by Sodexo, MEAC or Follett.

Questions related to eligibility should be directed to [etsuheroes@etsu.edu](mailto:etsuheroes@etsu.edu).

***Who can nominate an ETSU Hero?***

Anyone affiliated with East Tennessee State University is eligible to submit a nomination.

***How are ETSU Hero nominations submitted?***

[Online submissions](#) are recommended; To request an alternative nomination method, call the Office of Administration at 423-439-5381 or email [etsuheroes@etsu.edu](mailto:etsuheroes@etsu.edu)

***When are ETSU Hero nominations accepted?***

Ongoing nominations will be accepted, however, only those nominations received by August 15, 2023 will be considered for the ETSU Heroes Recognition Ceremony on October 11, 2023. Nominations received after August 15, 2023 will be eligible for the next round of ETSU Heroes recognitions.

***How many ETSU Heroes are awarded?***

Up to 6 ETSU Heroes will be honored annually

***How are ETSU Heroes selected?***

A selection committee reviews eligible nominations under the guidance of the defined selection criteria and standards; Nominators may be contacted to provide supplemental information. Recommendations will be presented to the President and Chief Operating Officer for final selection.