

2019 Supervisor of the Year Program

The Northeast Association of Student Employment Administrators (NEASEA) conducts a selection process to choose an outstanding supervisor whom the organization recognizes as the NEASEA Supervisor of the Year. The goal of the program is to provide student employee Supervisors with the recognition they so fully deserve. Supervisor of the Year Information and Nomination materials will soon be available on the NEASEA website.

2009 marked the Inaugural Year of the Supervisor of the Year Program for NEASEA. The program begins at an institutional level and progresses to the Regional level. This award was established to recognize the integral the student supervisor plays in the education of a student employee. Student supervisors act as mentors and provide education to their students that they cannot gain through the classroom. Students at colleges and universities across the region are asked to nominate supervisors who they feel are especially worthy of recognition.

The selection process begins in January at the college/university level and is completed by April at the regional level. Many schools combine the results of their campus level selection process with other events surrounding National Student Employment Week (April 14th-20th, 2019).

It is suggested that the student employment administrators distribute nomination materials to student employees in mid-January. The deadline for campus selections to be transmitted to the Supervisor of the Year (SOTY) Chair is March 8th. The deadline is strictly adhered to by NEASEA for inclusion in the regional selection process. No exceptions will be made.

Supervisor of the Year (SOTY) Timeline

Please note these dates differ slightly from the SEOTY/GSEOTY timeline.

December:	Distribution of materials to NEASEA members.
February 22:	SOTY nominations are due at the campus level.
March 8:	Deadline for SOTY Campus Selection to be e-mailed to the SOTY Chair.
March 15:	SOTY Committee Chair sends campus level selectees to regional level readers.
March 29:	Regional Readers – Deadline for return of rankings by regional level readers to SOTY Committee Chair.
April 5:	Notification to NEASEA President of Supervisor of the Year. Certificate and \$100.00 gift card will be prepared and forwarded to nominating school.

Currently, we are looking for volunteers to participate as a reader in the SOTY regional selection process. As a Reader you would be responsible for Reading and Ranking a group of regional nominees. The time commitment required depends on the number of nominees received, but is expected to be approximately 2 hours per reader. Please e-mail me at dunnh@dickinson.edu if you are interested in volunteering your time and talents as a reader for the Supervisor of the Year Program.

The Student Employment Recognition programs begin at the institutional level and move on to district, regional, and, in some cases, national recognition. Each year, the Northeast Association of Student Employment Administrators looks to supervisors and students at colleges across the Northeast to nominate student employees and supervisors who they feel are especially worthy of recognition based on their performance on the job.

Supervisor of the Year

Students may nominate supervisors whom they feel warrant particular recognition for their performance on the job. In your letter of nomination, please describe the accomplishments of the nominee which you feel qualify him/her to be considered for Supervisor of the Year recognition. Your letter of nomination must be limited to two pages. Nominations will be judged on the abilities of the supervisor, specifically: integrating students as members of the staff, guidance and mentoring, initiative, and alignment with mission of college/department. By including information and examples about the following areas, you will likely be touching upon the selection criteria.

- The nominee's efforts to provide student employee(s) an opportunity to demonstrate responsibility and to feel like part of the staff.
- The nominee's actions that encourage the use of initiative, academic background and/or skill sets of the student employee(s) they supervise.
- The manner in which the nominee provides a quality/challenging work environment.
- How the nominee establishes a work environment which encourages access, direction, and/or a mentoring role.
- The opportunities provided for the student to make meaningful contributions to the mission of the department or institution.

In order to be eligible for consideration, supervisors must be nominated by an undergraduate student. The nominee must have supervised the work of at least one student employee for a minimum of six months part-time (or three months full-time), during the selection period, and must be employed by the institution or have a formal student employment relationship with the school. For 2019, the selection period is for work performed from June 2018 through May 2019. Student employees working as supervisors are not eligible for consideration through the Supervisor of the Year program, though they can be nominated for the Student Employee of the Year program. Supervisors of all student employees are eligible for consideration.

Nomination Packet

For your nomination to be complete, please submit the following items:

- Campus Nomination Form
- Letter of nomination (two page limit)

Please note that additional materials such as a second letter of recommendation or performance evaluations will not be considered at the district or regional selection level. The information you provide may be shared with the public through press releases and other promotional opportunities.

**SUPERVISOR OF THE YEAR
CAMPUS NOMINATION FORM**

Institution Information	Supervisor Information
Name of Institution:	Name of Supervisor Nominee:
Name of Student Nominator:	Department:
Local Address:	Department Address:
Phone Number:	Phone Number:
Email Address:	Email Address:

This is a regional competition which begins at the institutional level. If your supervisor is chosen as the institutional Supervisor of the Year, his/her nomination form will be forwarded for consideration as the Northeast Region Supervisor of the Year. The information you provide may be shared with the public in mediums such as news articles and the like.

Attach your letter of nomination (two page limit) to this campus nomination form and return it to the address below. Nominations that do not include both items (the campus nomination form and the letter of nomination) will not be considered.

Please return completed form to:

Heather Dunn Dickinson College dunnh@dickinson.edu
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Deadline: March 8, 2019

**SUPERVISOR OF THE YEAR
INSTITUTIONAL SELECTEE REPORT**

Nominee Information

Name: _____

Institution Information

Name of Institution:	
NEASEA Member:	
Address:	
Phone:	
President:	
Address:	

Total number of nominations received by your office: _____

Please indicate which, if any, acknowledgements you would like sent.

- Certificate of acknowledgement to NEASEA member to present to supervisor
- Letter to supervisor
- Letter to president

Indicate the campus awards/recognition you are giving:

Please forward this sheet with the supervisor's nomination packet (campus nomination form and letter of nomination) by **March 8th** to the Supervisor of the Year Committee Chair.

SUPERVISOR OF THE YEAR

RANKING SHEET

Reader's Name: _____

Campus Reader

Regional Reader

Please review each of the nominations that you have received. After reading the nominations please enter the name of your first choice supervisor, then your second, and so on, until you reach the last nomination or your tenth choice. A numerical rating is assigned to the ranking and these will be tabulated with the results of the other readers, to determine the overall selection. The uniqueness of the contribution of the nominee may be used as a tiebreaker.

Choice	Supervisor Name	Points
1 st		10
2 nd		9
3 rd		8
4 th		7
5 th		6
6 th		5
7 th		4
8 th		3
9 th		2
10 th		1

Deadline for Completion: _____

Please return completed form to:

Heather Dunn
dunnh@dickinson.edu

**STUDENT EMPLOYMENT RECOGNITION PROGRAMS:
 Charly Totoro Undergraduate Student Employee of the Year
 NEASEA Graduate Student Employee of the Year
 NEASEA Supervisor of the Year**

TABULATION SHEET

Please use the sheet below to calculate the final selectee at your level of the selection process. Enter the names of your finalists in the left column and your readers' names along the top. As your readers return their ranking sheets, enter the **points** assigned to the finalist by the reader. When you have received all your readers' rankings, total the number of points received by each finalist. The finalist with the highest number becomes your campus Student Employee or Supervisor of the Year! You will need to complete an Institutional Selectee report to be forwarded with this finalist's nomination for the district or regional level selection process. Your readers have been asked to break ties on the basis of the *uniqueness of the contribution by the finalist*; therefore your tie breaker should be the finalist who was ranked first the greatest number of times. If still tied, the number of 2nd place rankings, and so on, until the tie is broken.

FINALIST NAME	READER #1	READER #2	READER #3	READER #4	READER #5	TOTAL POINTS

(NOTE: This form is for your use only and need not be returned to the Student Employment Recognition Committee Chair. Copy as necessary should your number of finalists exceed 10.)