

Staff Awards - Rules and Procedures

Purdue University's Office of Global Partnerships (OGP) and the Global Academic Committee (GAC) seek staff nominations for the Outstanding Leadership in Globalization Awards in all or one of the academic mission categories of Learning, Discovery, and Engagement. These awards are open to all categories of full-time university staff members. A comprehensive Outstanding Leadership in Globalization Award will be given to a staff member who has accomplishments in all three mission categories of Learning, Discovery, and Engagement. A pillar-specific Outstanding Leadership in (Learning, Discovery, or Engagement) Globalization Award will be given to a staff member who has accomplishments in one of the three mission categories of Learning, Discovery, or Engagement. The review committee will accept up to three (3) staff nominations per college/unit. Final nominations must follow the college or unit's existing procedures for administering staff awards. Self-nominations will not be accepted.

- Please submit a nomination packet consisting of a one (1) page Executive Summary (link to template provided below), a maximum of five (5) additional pages addressing the criteria for the award followed by supporting materials (e.g., statement of globalization interests and philosophy, projects, activities, and accomplishments, significance to Purdue, impact, constituent statements, etc.), and two (2) letters of support for the nominee. Please see additional details for these requirements below.
- Recognizing that sustained global relationships take time and dedication, the nomination should focus on global accomplishments achieved over the past two to three (2 – 3) years (up to a maximum of the last five years). Globalization in this context is defined as developing, facilitating and maintaining programs and activities in partnership with universities, agencies, and private-sector constituents outside the USA involving faculty and/or students from Purdue and international counterparts in all aspects of learning, discovery, and engagement.
- **DEADLINE for nominations is March 14, 2025.**
- Staff awardees will be announced and recognized during International Education Week the following Fall.
- Staff nominees can have accomplishments in all or one of the three categories (learning, discovery, and engagement), and will be recognized with either the comprehensive ***“Outstanding Leadership in Globalization Award”*** or the pillar-specific ***“Outstanding Leadership in (Learning, Discovery, or Engagement) Globalization Award”***. Each staff awardee will receive \$1,250 in cash that will be added to a future payroll payment or deposited into a discretionary account per the staff member's preference.

Structure of Nomination Packet (not to exceed eight total pages) All nominations should be sent to ogp@purdue.edu with the subject line “Globalization Award Nomination”.

1. Executive Summary (1 page) with basic nomination information. Use executive summary template provided at the bottom of [this page](#).

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2. Description of Nominee's Accomplishments and supporting evidence/criteria of outstanding leadership in globalization (5 pages)
 - a. Please provide impact metrics within the description (number of activities supported, number of participants, number of students / faculty, etc.).
 - b. Nomination materials *can* include examples of work products (program flyers, promotional materials, newsletters, proceedings, etc.,) produced by the nominee highlighting their support for Purdue globalization activities.
3. Two letters of support for the nominee detailing their efforts in supporting globalization (2 pages, at least one letter must be from a Purdue faculty or staff member)

When reporting accomplishments for consideration, please provide brief descriptions, dates, and collaborating university, public and /or private sector partners.

NOTE: Not all criteria will apply to all nominees. Give sufficient evidence on the relevant criteria listed so that members of the selection committee, many of whom will not be personally acquainted with the candidate's abilities, may make an informed judgment. By not complying with the rules and procedures above, the application may be disqualified, or points may be deducted at the discretion of the review committee.

Supporting evidence/criteria may include, but is not limited to, the following activities (be sure to list examples in ALL categories if nominating a candidate for the comprehensive award):

Evidence in Globalization in Learning

- The development of and/or extensive logistical support of study abroad programs
- Measurable effects of intercultural learning in the classroom or abroad
- Excellence in globalization of course content
- International collaborative student projects
- Development of dual-degree programs with global partners
- Hosting visiting students
- The development or support of programs and activities other than study abroad that foster student mobility
- Any formal recognition / awards for accomplishments in Learning

Evidence of Globalization in Discovery

- Scholarly articles related to globalization
- Collaborative research with international partners or the support thereof
- Evidence of grants awarded by agencies supporting global collaborative initiatives
- Collaborative refereed journal publications with international partners
- Hosting and/or providing extensive support for high-profile visiting scholars
- Support of student researchers / visiting student scholars
- Measurable effects of intercultural learning in the classroom or abroad
- Any formal recognition / awards for accomplishments in Discovery

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Evidence in Globalization in Engagement

- Presentations at global conferences
- Leadership in organizing and/or supporting international conferences
- Innovation in internationalizing the Purdue campus community
- Hosting and/or providing extensive support for international visiting delegations
- Service as editor or reviewer for international journals
- Industry interactions at the global level
- Creativity and participation in intercultural development activities
- Leadership in or support of Purdue international activities / events
- Leadership in organizing and/or supporting international internships
- Global service-learning activities or the support thereof
- Evidence of international student recruitment or the support thereof
- Development or support of continuing professional development programs
- Contributions to enhancing the global awareness of Purdue University
- Any formal recognition / awards for accomplishments in Engagement