



## Outstanding Supervisor Award (OSA) 2024 Nomination Form for Mail Submission

The Outstanding Supervisor Award honors Michigan State University supervisors who have consistently demonstrated worklife sensitivity and support of the professional/personal needs of the employees in their unit. All staff, faculty and students may nominate their supervisors who have been in the position for more than two years.

**Nominations will be rated by the Committee on qualities of an Outstanding Supervisor, including:**

- Establishes, cultivates, and sustains a diverse, equitable and inclusive workplace
- Understands worklife fit/balance (values employees’ work and personal life)
- Allows flexible schedules or other flexibility in the workplace
- Treats everyone with dignity, respect, and integrity
- Promotes teamwork while supporting individuals’ wellbeing
- Humanizes the work environment and treats employees as people first
- Has a positive leadership style which empowers others
- Familiar with and refers to the WorkLife Office’s services and other campus support programs
- Responds well to stressful circumstances and extreme worklife situations

Please select one designated **Nominator** from your team. The Nominator will be the point of contact for the Committee for any updates or questions.

**What To Include In Your Nomination Package:**

- **This Nomination Form**
- **Nomination Letter** from designated Nominator (*1 – 2 pages in length, typed preferred*)
- **2 – 4 Additional Letters of Support** from team (*1 – 2 pages in length each, typed preferred*)
- **Organizational Chart** (*optional*)

**Designated Nominator Information**

<b>Name</b>	
<b>Position</b>	
<b>Department</b>	
<b>Email</b>	



Scan QR code with your phone  
to view the Outstanding  
Supervisor Award website for  
additional details

**Outstanding Supervisor Nominee Information**

<b>Name</b>	
<b>Position</b>	
<b>Department</b>	
<b># of Years in Current Supervisory Role</b>	
<b># of Employees Supervised</b>	

**Nominations are due by Sunday, June 30th, 2024.** They can be submitted either through an online Qualtrics Survey or by submitting this form and nomination package materials via mail to the **WorkLife Office, Linton Hall, Suite 116, 479 W. Circle Drive, East Lansing, MI 48824.** Nominators will be notified in September 2024 on the status of their Outstanding Supervisor nomination.

Please contact [worklife@msu.edu](mailto:worklife@msu.edu) or 517-353-1635 with any questions and/or to coordinate any alternative nomination submission needs. Thank you!