



## **Susan Hale Brooks Professional Development Staff Award**

### **Purpose**

To promote and provide professional development opportunities to staff within the College of Family and Consumer Sciences. Preference shall be given to staff employees within the College who exemplify the mission and values of our college.

Susan Hale Brooks, a native of Athens, served the University of Georgia for thirty-seven years. Prior to her employment at the College of Family and Consumer Sciences, she worked in the College of Education. She was the Office Manager of the Department of Housing and Consumer Economics in the College of Family and Consumer Sciences for the last twenty-eight years. During this time, she served six department heads and won the prestigious college staff award, The Nettie Marie Nickols Award, two times for her outstanding and consistent service. She also was one of the original FACS 100 Legacies.

### **Eligibility**

Applicants shall have at least one year employment in the College of Family and Consumer Sciences.

Staff members with a permanent appointment of 75% time or greater are eligible for nomination.

Previous recipients will be ineligible for the subsequent three years.

### **Criteria**

1. The Susan Hale Brooks Professional Development Staff Award will be based on the current needs of professional development by each individual staff member.
2. Professional development should, for the purpose of this fund agreement, be outside of the normally-funded activities.
3. The monies should make available something “new” to enhance the abilities and morale of the College’s staff employees. Examples include, but are not limited to: Conference and registration fees, leadership training, certification programs, special guest speaker fees and expenses.
4. The monies do not have to be used in Athens, GA or be limited to the state of Georgia.
5. Applicants should uphold and demonstrate high standards of work performance, innovation and creativity, congenial relationship with co-workers, and commitment and loyalty to the College.
6. The Susan Hale Brooks Award applicants will also receive higher points if professional development has been discussed and documented with the department or unit head or direct supervisor in the prior year’s Staff Performance Review.

7. Examples of payable expenses include, but are not limited to: Conference and registration fees, leadership training, certification programs, special guest speaker fees and expenses. All lodging must be located further than fifty miles from the employee's office. Any lodging within fifty miles must be overnight travel. Please reference the current travel policy, as well as meal per diems for The University of Georgia. Any expenses not included in the award guidelines will be the responsibility of the recipient.

### **How to Apply**

Each candidate must submit a letter of request, in addition to, a supporting letter from the individual's department or unit head or direct supervisor.

Each supervisor of the College of Family and Consumer Sciences is eligible to submit a request for an employee for the Susan Hale Brooks Staff Award, as long as the packet contains the appropriate supporting documents from the candidate.

For each request, submit electronically a nomination packet to [fac dean@uga.edu](mailto:fac dean@uga.edu) no later than January 30 (or the first Monday of June) containing the following:

1. Letter of request written by the employee discussing the proposed professional development of interest and the value of the professional development to the employee and the unit or the college.
2. Supporting letter from the supervisor. *Supervisors please reference the Susan Hale Brooks Staff Award grading rubric for additional criteria (page 3).*
3. Supporting documents of the proposed professional development program that pertain to the costs of the program.
4. The total packet shall not exceed six pages.

The recipient will be recognized at the Celebrating Excellence Luncheon. State recognition will occur at college functions, in the news story and the dean's newsletter.

### **Responsibilities of selection committee**

The Applicants for the College award will be reviewed by the selection committee which shall include the previous year's recipient of the award, members of the FACS Staff Council, and one external member. If any members of the FACS Staff Council are applicants, they should remove themselves from the selection committee. If any member of the FACS Staff Council have a conflict of interest with a potential candidate, they should remove themselves from the selection committee. Any committee members who have removed themselves from voting shall be temporarily replaced by a person selected by the current FACS Staff Council Chair. If the current FACS Staff Council Chair has removed herself or himself from voting, the assistant to the chair shall take over responsibilities for the absent committee chair. The FACS Staff Council will select a recipient or recipients for the Susan Hale Brooks Award in a ranking order, contingent upon available funds for the appropriate fiscal year. The number of recipients awarded each fiscal year will depend upon the cost of the professional development for the highest ranked request. Applicants will be ranked by the FACS Staff Council Committee according to staff performance, the necessity of the professional development to the employee, a letter of request from the individual's department head, and supporting documents regarding

any costs and information pertaining to the proposed professional development. The deadline for award selections shall be no later than two weeks subsequent to the deadline for nominations. FACS Staff Council members are required to attend all voting meetings and must comply with The University of Georgia's Policies and Procedures regarding ethical behavior. Based on recommendations by the committee, the Dean will notify the recipient and the applicants not selected of the outcomes.

### **Budget and Allowable Expenses**

The combined total requested amount given to recipients of the award shall not exceed six hundred dollars in one fiscal year. The monies should be given on an as-needed basis and should be administered through the FACS Staff Council at all times. Recipients of the Susan Hale Brooks Award are not required to be selected every year if criteria have not been met. Examples of payable expenses include, but are not limited to: Conference and registration fees, leadership training, certification programs, special guest speaker fees and expenses. All lodging must be located further than fifty miles from the employee's office. Any lodging within fifty miles must be overnight travel. Please reference the current travel policy, as well as meal per diems for The University of Georgia. Any expenses not included in the award guidelines will be the responsibility of the recipient.

### **Deadline**

January 30, 5:00 p.m.

### **Contact Information**

Assistant to the Dean  
224 Dawson Hall  
[facsdean@uga.edu](mailto:facsdean@uga.edu)  
706.542.4879

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