



Established 1969

Texas State Agency Business Administrators' Association

P.O. Box 13164, Austin, Texas 78711-3164

www.tsabaa.com

ADMINISTRATOR OF THE YEAR AWARD

Purpose:

- To formally recognize state employees who have demonstrated sustained outstanding leadership and made notable contributions to the administration of a state agency.
- To encourage increased interest, growth, development, and distinctive leadership in state agency business administration.

Type and Frequency:

The award will be presented at TSABAA's Annual Summer Conference. Usually, one award is presented each year.

Criteria:

- Outstanding leadership and/or innovative ideas
- Sustained service as a business administrator
- Significant contributions to the field of business administration
- Educational accomplishments
- Long-range effect or impact of accomplishments

Eligibility:

Must be an employee of the State of Texas at the time the award is conferred.

Nomination Procedures:

- A nomination may be made by any state agency in general or by individual state employees.
- Any state employee can nominate another person, but only within their own agency.
- Provide the information requested on the online nomination form located at www.tsabaa.com/events
- If the nominator is someone other than the agency head, the nominator must include his/her supervisor's name.

Form:

- Use the online form to add requested information.
- Include a complete description of the nominee's accomplishments and when they were achieved.
- Cite specific, recognizable actions or programs rather than opinions or conclusions.
- Describe separately both achieved and anticipated services, efficiencies, or increased management capabilities.