

DAVIS COLLEGE STAFF AWARD

Nominee: Dee Ann Pruitt

Job Title: Senior Business Assistant Department: AAEC

Mail Stop: 2132 Phone: 742-2821 Fax: 742-1099 Supervisor: Phillip Johnson

Nominator: Phillip Johnson

Job Title: Professor and Chair Department: AAEC

Mail Stop: 2132 Phone: 834-0474 Fax: 742-1099

Instructions: Please list examples for each item. The maximum number of pages for nomination is two (2). Nominations should be concise and explain how the performance of this employee is exemplary for his/her position.

CASNR/TTU Excellence:

Item A: How does the nominee consistently demonstrate a customer-oriented, flexible, and responsive focus when accomplishing his/her work? *List in detail examples of specific behaviors and activities that demonstrate how these criteria are met and to what degree. What does this person do that is extraordinary?*

Dee Ann Pruitt is a Senior Business Assistant in the AAEC Department. She has been employed at Texas Tech since 2000 and in the AAEC Department since 2008. Dee Ann has responsibility for preparing and submitting travel vouchers and P-card documentation. However, her primary responsibility is as the graduate program secretary.

As the graduate program secretary, Dee Ann is responsible for all aspects of the graduate program starting with applications to final defense. She is the interface with the Graduate School and maintains student records. In the past couple of years, the number of applications for our graduate programs has increased considerably, which has increased the number of applications that she must process and submit for review by the faculty. Just in this year alone, over 300 applications have been received for our graduate programs. As students move through the graduate program, Dee Ann is their contact for the many details that must be addressed. She takes this responsibility very seriously.

Dee Ann cares about "her students," particularly our international students, who in many cases are away from family while at Texas Tech. She helps them in many ways while in our department.

Item B: Going the Extra Mile. Has this employee made a significant contribution to quality within the department, college, and university and/or has this employee gone above and beyond the call of duty in responding to the needs of the customer, internal or external? *List specific examples that describe how the employee meets these criteria and the impact actions have had on the customer.*

As stated in Item A, Dee Ann often refers to our graduate students as “her students.” She truly cares about their wellbeing and their success in our programs. She is the principal contact for our graduate students within the department. Dee Ann often goes out of her way to assist a student in their academic program or in their personal wellbeing. She gives them information on available assistance within the university or community, such as the food pantry at the Graduate School or Davis College. There are too many individual incidents where she has gone above and beyond to help “her students” to mention. Dee Ann has gone the **Extra Mile**.

Dee Ann is not someone that is seen on an everyday basis, but she is someone that makes a difference in our graduate students’ lives.