

# College of Social and Behavioral Sciences

## Annual Staff Employee Awards Nomination Form

The College of Social and Behavioral Sciences is pleased to announce the opening of the nomination period for the Annual CSBS Staff Employee Award. This program recognizes performance excellence by CSBS staff personnel. Award recipients are selected from nominations submitted by CSBS staff and faculty.

### ***CSBS Outstanding Staff Employee Award*** **Recognizes excellence in overall performance** **Each award winner will receive:**

- 1) A plaque which recognizes the individual as a recipient of the award
- 2) A \$250.00 award
- 3) Name placed on the CSBS Outstanding Staff Employee plaque located in the College office.

#### **To be eligible all nominees must:**

- Have achieved permanent status with the College of Social and Behavioral Sciences
- Have completed at least two years of service in the College of Social and Behavioral Sciences
- Not have won the award for the past 5 years

The CSBS Staff Awards Committee will evaluate the qualifications of all nominees. **Nominations should be submitted by August 30, 2002.** The award will be presented at the College's annual meeting in September.

The CSBS Staff Awards Committee is comprised of the following members:

- The Associate Dean
- The College AA/S
- A Department Chair (this will change on a rotating basis)
- A Department ASC (this will change on a rotating basis)

*If the AA/S or Department ASC is nominated for the award,  
they will excuse themselves from the final selection process.*

**NOTE:** Nominations are evaluated based on substantive, specific examples supporting the various criteria. Thus, generalized positive comments - while complimentary - do not aid in establishing how and why the nominee deserves the award. Nominators may wish to collaborate with other co-nominators on the verbiage used to ensure that the nomination is as comprehensive as possible -- the only information the Committee has on which to make a determination as to a nominee's relative worthiness is what is provided on the nomination form!

**Completed and approved nominations must be  
submitted to the Dean's Office  
by 5:00 p.m. on August 30, 2002**

# College of Social & Behavioral Sciences Outstanding Staff Nomination Form

## **Instructions:**

- If you choose to write on this form, please do so legibly.
- Limit nomination to one page, and limit supporting documents to one page per co-nominator (maximum of three pages total, per nomination). Please ensure veracity of all information pertaining to the nominee's accomplishments.

<b>Name of Nominee:</b>
<b>Job Title:</b>
<b>Department:</b>
Employees nominated for this award shall demonstrate outstanding characteristics on behalf of their Department, College, Division, and the University in the areas listed below. Please give specific, concise examples of how this nominee meets each criterion:
1. <b>Dedication to his or her position as evidenced by exemplary attendance, reliability, and loyalty:</b>
2. <b>Excellence in job performance:</b>
3. <b>Providing assistance to others in the Department, College, or service to the University:</b>
4. <b>Maintaining positive relations with fellow staff, faculty, administrators, and students:</b>
5. <b>Willingness to assist others:</b>

Nominator's Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Please print your name)

Date: \_\_\_\_\_ Extension: \_\_\_\_\_

Co-nominators (others who can support this nomination):

Name: \_\_\_\_\_ Name: \_\_\_\_\_  
(Please print your name) (Please print your name)