

2011-2012 College of Arts & Sciences Classified Staff Excellence Awards

Look around you. Do you know a College classified staff member whose performance is exemplary, and who regularly goes above and beyond the call of duty? If so, you should take this opportunity to nominate her or him for a College of Arts & Sciences Classified Staff Excellence Award.

Nomination Factors include:

- Nominee's work performance and work products are outstanding and/or have made a significant impact in terms of the overall value and benefits to specific program goals or to the University.
- Nominee continually seeks to improve or refine methods/procedures that significantly enhance the mission of the organization.
- Nominee accepts and independently performs special assignments/projects on an on-going basis with minimal review and highly satisfactory results (this also includes unusual circumstances that arise in the Department).
- Nominee takes initiative to resolve complex and/or sensitive problems affecting the organization.
- Nominee consistently demonstrates outstanding leadership skills and initiatives. The employee is a recognized expert and is regularly sought out for advice and consultation.
- Nominee has a demonstrable history of exceeding expectations on the Employee Performance Management System.

To nominate an individual, you will need to compile a nomination packet that includes the following:

- A letter of nomination from any member of the university community. Be sure to include in the letter, the name of the individual being nominated, the nominator's professional relationship with the nominee, and the basis for the nomination. (maximum of 2 pages).
- In addition to nomination, at least **two**, but **no more than four letters of support** (maximum of 2 pages each). One of these letters **must** be from the department chair. These letters should make clear to a reader from outside the nominee's work unit why the nominee is outstanding. The letters should come from persons familiar with the nominee's contributions, and should provide specific examples of how s/he has met the criteria specific to the award being proposed.
- A completed Nomination Cover Page (see attached).
- Copies of signed Employee Performance Management Reports (EPMS) that demonstrate a history of exceeding expectations, the most recent of which is current.

Note: At least one of the required letters must be from the supervisor of the nominee's work unit. If more than one person is nominated from the unit, the nominees must be ranked. Preference will be given to those individuals who have not received a base salary increase in the past three years.

Submit the original and 2 copies of the nomination packet to Cheri Shinn, College of Arts & Sciences, Dean's Office, 251 Gambrell Hall by **FEBRUARY 6, 2012**.

CLASSIFIED STAFF EXCELLENCE AWARD 2011/2012
COLLEGE OF ARTS AND SCIENCES
Nomination Cover Page

Please complete this form and attach to the front of your nomination packet.

Nominator Information:

Name: _____

Campus Address: _____

Phone: _____ Fax: _____

Email: _____

Nominee Information:

Individual's Name: _____

Position Title: _____

Department/Work Unit: _____

Required Contents of Nomination Packet:

- Nomination Letter (maximum of 2 pages)
- Letters of Support from the **Department Chair** as well as 1 additional from faculty or staff (no **more than 4** - maximum of 2 pages each)
- This cover sheet.
- Copies of the signed Employee Performance Management Reports (EPMS) demonstrating a history of exceeding expectations (**the most recent must be current**).

Submit Original and 2 Copies to Cheri Shinn, Dean's Office
Room 251 Gambrell Hall by 5:00 p.m. on February 6, 2012