**COLLEGE OF AGRICULTURE AND LIFE SCIENCES**

**THE UNIVERSITY OF ARIZONA**

**AWARD FOR OUTSTANDING STAFF**

**IN SUPPORT OF INSTRUCTION & STUDENT SERVICES**

**APPLICATION/NOMINATION FORM**

revised July 2015

Please provide the following information:

I. **Today's Date**

II. **Nominee's Name, Title, and School/Department, Campus Address, Telephone Number, Email Address**

III. **Nominee's Length of Employment in CALS** (Include Dates)

IV. **Nominator's Name, Title, School/Department, Campus Address, Telephone Number, Email Address**

**Attach the following items to the Nomination Form:**

V. **Letters of Recommendation** (3 types - 2 required, 1 optional) -

All letters should address criteria as listed below.

A. **Department Head or School Director - 1 letter - REQUIRED**

B. **Internal - faculty, staff, or student - 2 – 4 letters - REQUIRED**

\*Internal letters of support (from faculty or staff) must reference 2 to 5 categories of the criteria.

C. **External - community organizations - up to 2 letters - OPTIONAL**

Service to any CALS affiliated community (4-H, Young Farmers of America, etc.) group is applicable.

**CRITERIA**

These criteria address employee achievements in instruction and student services that have an impact primarily at the department/ school/ county level within the college. Nominees must be engaged in activities that support instruction, student programs and clubs, and/or have direct contact with students.

1. **Outstanding achievement on the job** - actions that constitute performance beyond expected standards, such as:

* producing high quality of work over an extended period of time
* producing high quantity of work over an extended period of time
* giving extra effort to complete a job or handle a heavier workload
* filling in when unit is short-staffed
* volunteering for and working on special projects
* serving on a committee and contributing to its success

2. **Exceptional contributions towards the effectiveness and efficiency of operations** - actions that contribute to the maximum utilization of departmental resources in instruction, such as:

* integrating information or equipment for more efficient/effective use
* developing new work methods that reduce waste or stretch resources
* eliminating unnecessary actions or steps for delivering service
* making creative suggestions that save time/money

3. **Outstanding service to faculty, staff, students or visitors - actions that are especially helpful or make a good impression on others**, such as:

* doing things for others that are beyond job requirements
* performing in an exceptionally courteous and cooperative manner
* being so helpful that others write letters of appreciation
* working with students to enhance their University experience
* participation in University related activities or committees

4. **Special efforts in promoting workforce diversity** - actions that contribute to improving sensitivity to and implementation of diversity, such as:

* increasing awareness of and respect for different cultures
* eliminating culturally offensive or threatening practices in workplace
* taking affirmative steps to help diversity in the workplace

5. **Distinguished efforts in staff development/recognition** - actions that help provide employees with opportunities to learn and to be rewarded, such as:

* making special efforts to recognize excellence in others
* creating extra opportunities to improve skills and abilities
* contributing to an exceptionally supportive, team-oriented environment

**SUBMISSION OF MATERIALS**

**The original plus three copies of the nomination materials, four (4) total**, should be stapled or held together with a sturdy clip. Do not use loose leaf notebooks or three-ring binders. Bulky additional materials such as books, reprints, CDs, disks, or videotapes will not be accepted.

**Make sure that all of the required material is submitted in order:**

a. **Completed Nomination Form** - the form can be printed and typed or copied into a word processing program.

b. **Recommendation Letters** - must be organized in order as listed in section V.

**Do not submit unsolicited letters or other materials**. The selection committee will only review materials which adhere to the nomination guidelines.

**Incomplete packets will not be reviewed.**

**DEADLINE: noon on Wednesday, September 23, 2015.**

Send materials (original plus three copies, four -4- total) to Joy Winzerling, Bart Cardon Associate Dean, Career & Academic Services Office, Forbes Building, Room 211, P.O. Box 210036, Campus Mail.

Questions regarding the guidelines, nomination process or event may be directed to Elaine Marchello, evm@email.arizona.edu, 520-626-3631.