

Title of Award: Staff Excellence Award

Total Score= _____

Description of Award: This award recognizes a staff member in the College of Education who consistently makes outstanding contributions in support of faculty, staff, students, administrators and all those served by the College of Education and Human Development.

Eligibility: College of Education and Human Development staff (full-time or part-time) are eligible for nomination. Individuals may not receive this award more than once in a five-year period.

Selection Criteria	3	2	1	0
Consistently goes above and beyond in providing outstanding service to students, alumni, faculty, staff, administrators and others served by the college.	This person is an outstanding example of providing outstanding service to students, alumni, faculty, staff, administrators and others served by the college. (At least five examples.)	This person is an impressive example of providing outstanding service to students, alumni, faculty, staff, administrators and others served by the college. (At least three examples.)	This person is doing well with providing outstanding service to students, alumni, faculty, staff, administrators and others served by the college. (At least one example from the listed choices.)	None of the listed choices were included in the recommendation for this category.
Selection Criteria	3	2	1	0
Initiates efforts to improve processes and operations within his or her areas of responsibility.	This person is an outstanding example of initiating efforts to improve processes AND operations. (Both)	This person is an impressive example of initiating efforts to improve processes AND operations. (Both)	This person is a good example of initiating efforts to improve processes OR operations. (At least one)	No mention of this person producing high quality, professional materials.
Selection Criteria	3	2	1	0
Engages in professional development activities that contribute to the goals and mission of the college.	This person engages in at least three professional development activities that contribute to the goals and mission of the college.	This person engages in at least two professional development activities that contribute to the goals and mission of the college.	This person engages in one professional development activity that contributes to the goals and mission of the college.	There were no examples of how this person shows professional development activities.
Selection Criteria	3	2	1	0

Demonstrates leadership and engages in teamwork to provide a positive work environment for all in the college.	Demonstrates an outstanding example of leadership AND engages in teamwork to provide a positive work environment for all in the college. (Both)	Demonstrates an impressive example of leadership AND engages in teamwork to provide a positive work environment for all in the college. (Both)	Demonstrates a good example of leadership OR engages in teamwork to provide a positive work environment for all in the college. (One)	Demonstration of leadership skills were not included in the recommendation.
Selection Criteria	3			0
Each nomination and supporting letter must be at least 350 words, with a maximum of 500.	The nomination was between 350-500 words.			The nomination was either too short or too long.