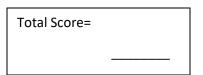
Title of Award: Staff Excellence Award

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	This person is an	This person is an	This person is a	No mention of
improve processes	outstanding	impressive	good example of	this person
and operations	example of	example of	initiating efforts	producing high
within his or her	initiating efforts	initiating efforts	to improve	quality,
areas of	to improve	to improve	processes OR	professional
responsibility.	processes AND	processes AND	operations.	materials.
	operations.	operations.	(At least one)	
	(Both)	(Both)		
Selection Criteria	3	2	1	0
Engages in	This person	This person	This person	There were no
professional	engages in at	engages in at	engages in one	examples of how
development	least three	least two	professional	this person
activities that	professional	professional	development	shows
contribute to the	development	development	activity that	professional
goals and mission of	activities that	activities that	contributes to	development
the college.	contribute to the	contribute to the	the goals and	activities.
	goals and mission	goals and	mission of the	
	of the college.	mission of the	college.	
		college.		
Selection Criteria	3	2	1	0

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