

COLLEGE OF AGRICULTURE AND LIFE SCIENCES
THE UNIVERSITY OF ARIZONA

**AWARD FOR OUTSTANDING STAFF
IN SUPPORT OF INSTRUCTION & STUDENT SERVICES**

APPLICATION/NOMINATION FORM

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

Please send scan nomination packet via email to cmazon@email.arizona.edu

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 6, 2017.

Questions regarding the guidelines, nomination process or event may be directed to James Hunt, jeh@email.arizona.edu, 520-626-3631.