

College of Education

Outstanding Staff Award Criteria

DESCRIPTION

The COE Outstanding Staff Award recognizes staff who consistently exceed the expectations of their position by performing at a level above and beyond normal job requirements and expectations. Awardees demonstrate passion for what they do; outstanding dedication; competence; exceptional performance; and excellent service to others, including students, faculty, and administrators.

ELIGIBILITY

All current COE non-teaching personnel who are employed full-time; the individual may not hold rank or tenure. Nominees will have continuously worked in the COE for a minimum of two years. Nominations are for employees employed during the previous year. Self-nominations will NOT be accepted for this award.

Criteria for Staff Excellence Award (Demonstrated in one or more area):

- **Exemplary Achievement and Performance:** Consistently and exceeds the expectations of the position, performing at a level above and beyond normal job requirements and expectations; has made important and significant contributions in their area; contributes and demonstrates commitment to the College's mission and core values
- **Excellence in Customer Service/Personal Interaction:** Consistently and substantially demonstrates an ability and willingness to work positively, respectfully, and effectively with others; has significantly improved customer service or has increased student satisfaction in their area; demonstrates ability and willingness to manage changes in work priorities, procedures, and organization; demonstrates exceptional ability to foster collaboration, communication, and cooperation among colleagues and members of the campus community
- **Outstanding Education Support/Initiative and Creativity:** Significantly improved a work process or system, or has significantly increased the efficiency of an operation or

department/unit; consistently seeks to improve the quality of work assigned; demonstrates efforts to expand work responsibilities; significant improvements in student services or enhanced student satisfaction

NOMINATION PROCEDURE

Department Chairs and or Unit heads must be informed of their department's staff nominee(s) and are encouraged to cooperate with any faculty or staff member seeking evidence in support of a nomination.

Nominations may be submitted by current employees, including staff, faculty, and administrators. Self-nominations are not permitted.

The nominator should:

1. Include a 1-page (maximum) nomination letter that addresses significant contributions made to COE by the nominee; addresses how the nominee has supported and/or advanced COE strategic initiatives; and considers outstanding service, significance of contribution to COE, and professionalism. It is helpful to indicate and differentiate between contributions which are directly job-related and contributions that go above and beyond the nominee's regular responsibilities. Share clear specific examples of noteworthy accomplishments, outstanding work or service, and characteristics that support the nomination.
2. In addition to the nomination letter, the nominations of a staff member can be accompanied by at least one, but no more than two, one page letters of support.