

Submission Deadline:
Wednesday, March 27, 2019

Overview

The Sonoma State University Staff Excellence Award is intended to recognize outstanding service by staff members and is awarded to one individual each year.

Participation

All Sonoma State University staff (non-MPP) are eligible for nomination, however staff must have 12 months or more of SSU employment, working at least half time, and a commendable work record to be eligible.

Criteria

The Staff Excellence Award recipient will have made a significant impact on the university through process improvement, outstanding dedication, extraordinary competence, exceptional performance, ingenuity, and/or making a difference in the lives of our students, **as demonstrated by one or more of the following:**

- ✓ Contributions to and a demonstrated commitment to the university's mission and core values;
- ✓ Significant improvements in student service or enhanced student satisfaction;
- ✓ Significant improvements in a work process or system, or significantly increasing the efficiency of an operation or unit;
- ✓ Demonstrated exceptional ability to foster collaboration, communication, and cooperation among colleagues and members of the campus community;
- ✓ Demonstrated performance at a level far above and beyond normal expectations.

How to Nominate

1. Complete the nomination form below providing specific examples of the nominee's outstanding service in the areas listed. Nominators may only nominate one person per cycle.
2. Submit nomination form to hr@sonoma.edu to be reviewed for eligibility, HR will then route to the nominee, who must accept the nomination. The form will then be routed to the Appropriate Administrator and Vice President for signature, who may add comments prior to its return to Employment Services.

Awards

The recipient of the Excellence Award receive: cash award of \$2,000, a personalized plaque, a photo on the HR campus website, and recognition at the annual Appreciation event.

Full program details can be found on the [Staff Excellence Award](#) webpage.

To prepare a nomination, please complete this form and email it to hr@sonoma.edu. The deadline for submission is **Wednesday, March 27, 2019**. The recipient will be notified at the annual Appreciation Day event in April.

Name of person being nominated:

Nominee's Department:

Nominated by:

Campus Ext.

Date

Describe how the employee has demonstrated **one or more of the criteria listed below, using specific examples. Please use as much detail as possible; the Awards Advisory Committee will use only information submitted for consideration to make its recommendation - a minimum of 300 words is required.**

- ✓ Contributions to and a demonstrated commitment to the university's mission and core values;
- ✓ Significant improvements in student service or enhanced student satisfaction;
- ✓ Significant improvements in a work process or system, or significantly increasing the efficiency of an operation or unit;
- ✓ Demonstrated exceptional ability to foster collaboration, communication, and cooperation among colleagues and members of the campus community;
- ✓ Demonstrated performance at a level far above and beyond normal expectations.

Please accept the nomination of the above-named individual for the following reasons:

(attach additional pages as needed)

Nominator Signature _____ Date _____

Appropriate Administrator Signature _____ Date _____

Vice President Signature _____ Date _____