

Guidelines for Outstanding Performance Award

Eligibility Statement:

Staff selected for awards are those who:

Qualification (to include but not limited to)

1. Shows exemplary performance at his/her job.
2. Seeks growth as a professional
3. Carries out duties enthusiastically and with integrity and dedication with a commitment to supporting a diverse work environment.
4. Represents favorably the Department, College and University while conducting University business both on and off campus.
5. Fosters an atmosphere of cooperation and creativity, which contributes to efficiency and effectiveness of peers.
6. For candidates who supervise others: Exemplifies superior leadership skills, such as skillful motivation, planning and organization.

Eligibility

Candidates must be full-time or part-time staff members with a minimum of 12 months of service in the College of Earth and Mineral Sciences.

Nominations

Nominations may be initiated by any faculty, staff or student in the College of Earth and Mineral Sciences. Each nomination must consist of:

- A completed nomination form;
- A letter of support from the nominee's immediate supervisor;
- A letter of support from the department head or appropriate academic administrator, if separate positions. These should be in sealed envelopes and not be viewed by the nominator.

Please follow the nomination format.

Selection

Selection will be made by a committee appointed by the Dean of Earth and Mineral Sciences. The committee will consist of three (3) previous outstanding award winners within the past three (3) years.

Frequency

Past recipients of the Outstanding Award are not eligible for a period of five years. However, past recipients are eligible for Honorable Mentions.

Nomination for Earth and Mineral Sciences Outstanding Performance Award

Name: _____

Department: _____

Campus Address _____

Nominator: _____

Statement of Nomination:
(Should be typed and limited to the space below)