Nomination Guidelines

SUBMISSION DEADLINE: September 8, 2017

Overview. The CSU Dominguez Hills Staff Awards of Excellence recognize exemplary performance by staff in each of the following three categories: Innovation, Student Success and Customer Service.

Criteria. Recipients of Staff Awards of Excellence must have made a significant impact on the university in the below categories. Staff may be nominated in multiple categories, but may only receive one award annually.

- **INNOVATION AWARD**
  Using creativity and innovation to streamline and/or improve business processes and services.
  
  *Example: Identifying and implementing technology to increase efficiency and effectiveness or reduce costs.*

- **STUDENT SUCCESS AWARD**
  Promote student success by creating and supporting an environment of teaching and learning that assists in the recruitment, transition, retention, and graduation of students
  
  *Examples: Taking extra steps to ensure students receive the best possible academic/career/financial aid information.*

- **CUSTOMER SERVICE AWARD**
  Demonstrated exemplary customer service for students, faculty, staff and/or guests.
  
  *Example: Service to students or colleagues that goes beyond what is expected or required, consistently anticipating customer needs and responding timely to inquiries or issues.*

Eligibility. The Staff Awards of Excellence program is intended for staff employed by CSU Dominguez Hills. The following govern eligibility:

- Open to all staff of CSU Dominguez Hills with the exception of management personnel (MPPs) and faculty.
- Staff member must have a time-base of half-time or more.
- Must have a permanent or probationary appointment.
- Must have been employed for at least one year (12 months or more) in current position.
- Must have a commendable work record with the university.
- Must be actively employed at the time of the awards ceremony.

Nomination Guidelines. Complete the nomination form, giving specific examples of the nominee’s outstanding service in one of the three award categories above. Submit the completed nomination form in a sealed envelope to the Staff Awards and Recognition Committee care of Human Resources. HR will work with the Committee Chair to verify eligibility and route the nomination to the appropriate department head and division head, who may elect to add comments prior to returning to the Committee. The Committee shall review nominations and present recommendations to the President, who will make the final selection.

Awards. A cash award of $1,000 will be granted in each category, along with a commemorative plaque and recognition at the annual Staff Awards ceremony.
Nomination Form

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To submit a nomination for a Staff Award of Excellence, please complete this form and deliver it in a sealed envelope to the Staff Awards and Recognition Committee in WH-A340 before 5:00 p.m. on Friday, September 8, 2017. Award recipients will be announced and recognized during the annual Staff Awards ceremony on Wednesday, October 4, 2017.

Name of Person being nominated (please print)

Nominee’s Department

Nominated by (please print)

Extension Email

Please accept the nomination of the above-named individual for the following (check only one):

☐ Innovation Award
☐ Student Success Award
☐ Customer Service Award

Using specific examples, describe how the employee/department has demonstrated excellence in the award category for which they are being nominate. The Staff Awards and Recognition Committee will use only information submitted for consideration to make their recommendation.

Signature of Nominator Date

Please forward this form to the Staff Awards and Recognition Committee, Welch Hall, Room A340.

I Support ☐ I Do Not Support ☐ Neutral

Comment:

☐ I Support ☐ I Do Not Support ☐ Neutral

Comment:

Department Head Signature Date Division Head Signature Date

Staff Awards and Recognition Committee | 1000 E. Victoria Street, WH-A340 | Carson, CA 90747