



Nomination Guidelines

SUBMISSION DEADLINE: September 10, 2018

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. Eligibility requirement:

- Open to all staff of CSU Dominguez Hills with the exception of management personnel (MPPs) and faculty.
- Possess a time-base of half-time or more.
- Has a permanent or probationary appointment.
- Employed for at least one year (12 months or more) in current position.
- Has a commendable work record with the university.
- 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 nominations to the appropriate department head and division head, who may elect to add comments prior to returning it 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.

