

## **DRAFT: COE Diversity Award - Staff**

### **Purpose and Description**

The purpose of the Staff Diversity Award is to recognize staff members who play a vital role in helping create and maintain a diverse climate in COE and at the University. The recipient of the award will receive a one-time cash award of \$1,000. The recipient of the award will be announced at the College's Spring Celebration.

### **Guidelines and Criteria**

#### ***Eligibility***

- All staff members are eligible.

#### ***Nominations***

- With the approval of the candidate, nominations may be any faculty or staff member in the College of Education.

#### ***Method of Selection***

- The Faculty Senate Awards Committee (and/or appropriate staff organization) will be the review and selection body for this award.
- The Committee decisions will be based solely on the selection criteria contained in this document.
- The Committee reserves the right not to recommend an award if no acceptable nominations are received.

#### ***Criteria for Selection***

- Evidence of involvement in activities and organizations that promote diversity in the college, at the university, or in the community.

### **Guidelines for Preparing Nominations**

All nominations must be prepared according to the guidelines presented below. Since members serving on the award committee may not be experts in the nominee's field, it is important that nominations are submitted in language understandable to faculty in other areas and disciplines.

The nomination packet should contain the following:

- A one-page letter of nomination written and signed by one or more nominators that summarizes the nominee's qualifications for the award.
- A description (not to exceed one single-spaced typed page) of diversity activity.