

CHANGES * CHANGES *** CHANGES *** CHANGES**

**College of Education
STAFF AWARD FOR EXCELLENCE
Cover Sheet**

Name of Nominee: _____

THE NOMINATION PROCESS THIS YEAR HAS CHANGED!! Instead of filling out a form, you will be required to submit 3 letters that must contain the following information.

1. How has this staff member/team demonstrated commitment to excellence? How has this staff member maintained exemplary service to the College of Education? Give an example.
2. How does this staff member demonstrate the service concept in dealing with public, students, faculty, or colleagues?
3. What has this staff member done to perpetuate or encourage a team atmosphere that helps create a productive work environment?
4. What significant contribution within this Staff member's work area in the form of process, product or service have they made?
5. Has this Staff member impressed supervisors, colleagues, or students? How?
6. Would this Staff member be difficult replace? Why?

PLEASE ENSURE THIS COVER SHEET IS ATTACHED TO THE 3 LETTERS. Be specific in your letters and examples. **All nominations should be typed.** Please, only 3 letters.

Only one signature per letter and send these packets to Mr. Bill Stauff in the Dean's Office no later than February 21, 2008.

Thank you.

The Staff Representative Group