

College of Education
STAFF AWARD FOR EXCELLENCE
Cover Sheet

Name of Nominee: _____

Please submit this nomination form and 3 support letters.

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. How has this individual made a significant contribution within his/her area in the form of process, product, or service?

5. Has this staff member impressed supervisors, colleagues, or students? How?

6. Would this staff member be difficult to replace? Why?

Signature

Date

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 16, 2009.

Thank you.

The Staff Representative Group