



2015 CSULB OUTSTANDING STAFF AWARD NOMINEE SUBMISSION FORM

Deadline to receive nominations: 12 noon on Friday, January 9, 2015

Please review the attached cover sheet (reverse side of this letter) prior to completing this form. All submissions **MUST** be RECEIVED by the deadline for the nominee to be considered.

Nominee's Name: _____ Campus Position: _____

Area Where Employed: _____ Extension: _____

Email: _____ Date started at CSULB: _____ Dept. _____

Other Areas of Employment at CSULB (if any): _____

List Campus-Wide Service with Dates (i.e., Staff Council, University Committees, etc. List any Honors Received)

Statement of Nomination (what makes this staff member outstanding to the campus community – if needed, you may continue information on another page)

Submitted By

Name: _____ Date: _____

Mailing/Campus Address: _____

Department: _____ Extension: _____ Email: _____

Nominators - the following additional materials must be submitted with the packet:

1. **Nominator's statement about the nominee.** The narrative should be a maximum of 500 words. It should include the following information.
 - Description of the nominee's activities (can include dates and nature of service)
 - Significant accomplishments or outcomes benefiting the CSULB campus
 - Value of the service overall to the campus community
 - Description whether the activities described were part of the job or voluntary
 - Any other factors which the selection committee should consider
2. **Resume or CV** including a list of service activities
3. **Letters of recommendation** 3 letters (preferred) from staff, faculty or students may be submitted with the packet, or may be sent in separately, but **MUST** be received by the January 9, 2015 deadline to be considered as part of the packet.

If you have any questions, please contact: Charleen Rice PH: 5-2501 FX: 5-8723 or Charleen.Rice@csulb.edu

Mailing address: Charleen Rice, Nominating Committee, Staff Council
mailstop 5701 (Facilities Management)

**Nomination packet must be RECEIVED no later than 12 p.m. on Friday, January 9, 2015, by
FAX, campus mail or email to Charleen.Rice@csulb.edu.**



2015 OUTSTANDING STAFF MEMBER AWARD NOMINATION FORM

The Outstanding Staff Member Award is designed to encourage, reward, and publicly acknowledge staff member's exceptional performance at CSULB.

Qualifications

1. Any full-or part-time STAFF member of the University, or staff employees of the Forty-Niner Shops, CSULB Foundation or Associated Students with five years or more of employment at the campus.
2. Demonstrated **campus-wide** service and dedication to CSULB and purposeful use of skills and resources for the betterment of the campus community.
3. Significant campus-wide contribution to the support of staff, faculty and/or students (a combination of CSULB campus-wide committee work, volunteering for campus events, service outside of normal job responsibilities, exemplary service on the job...).
4. Nominees must be willing to have their names submitted.

Selection Process

1. Nominations
 - a. May come from any member of the campus community (including oneself).
 - b. No person may recommend more than one nominee.
 - c. Past award recipients on this year's selection committee cannot submit nominations
 - d. Nominator is responsible for collecting the items required for the packet, verifying that it is complete and submitting it so it is received by the deadline below.
2. Nomination Packet - To be eligible for consideration, it **must** include:
 - a. Completed nomination form with a statement as to why your nominee should be selected;
 - b. Current resumé or cv (identifying the nature of the nominee's campus-wide experience);
 - c. Three (3) letters of recommendation (from any combination of faculty, staff or students).

Complete nomination packets must be received by Charleen Rice, Nominating Committee, Staff Council, , Nominating Committee, Staff Council, mailstop 5701 (Facilities Management Dept.), FAX # 5-8723, no later than 12 p.m. on Friday, January 9, 2015.

3. A selection committee comprised of past Outstanding Staff Member recipients, the chair of the Staff Council Nominating Committee, a faculty member and a student will review the materials in the nomination packet and select the award recipient.
4. The Outstanding Staff Member will be honored at several events during the 2015 year.