

**Annual CEHS Staff Award
Nomination Form**



Nomination Process:

All staff members in CEHS are eligible for this award. Supervisors, faculty members, peers, or students can nominate candidates. Once nominated, the CEHS Awards Committee will send a questionnaire (below) to the candidate's immediate supervisor. Two letters of support are also required, and these may come from supervisors, faculty members, peers, or students. The nominee may provide names of individuals who can provide supporting letters. The CEHS Awards Committee will review all applicants.

Information:

1. Amount: \$500
2. Selection process: CEHS Awards Committee.
3. **Nominations due November 26, 2007, 233 Mabel Lee**
4. **Submission of material due February 11, 2008, 233 Mabel Lee**

I nominate _____ for the Annual CEHS Staff Award

Nominator's name _____

Address _____

City _____

Phone _____

e-mail address _____

Please return this form to:

Jenny Patrick

College of Education & Human Sciences Dean's Office

233 Mabel Lee Hall

University of Nebraska-Lincoln

Lincoln, NE 68588-0234

(402) 472-5400 phone

(402) 472-0522 fax

jpatrick2@unl.edu

Annual CEHS Staff Award

**COLLEGE OF
EDUCATION &
HUMAN SCIENCES**

cehs.unl.edu

The Annual CEHS Staff Award

Award Criteria

This award is designed to recognize a staff member (B or C line) whose overall performance has regularly and consistently exceeded expectations, and has reflected a high level of service, trustworthiness, and respect, including the criteria listed below.

- Exemplifies a model of conduct in the performance of duties.
- Shows initiative, creativity, and innovation in the performance of job duties.
- Develops and maintains effective relationships with others.
- Communicates effectively with students, peers, faculty, and administrators.
- Exhibits a commitment to self-development of skills and knowledge
- Demonstrates reliability and commitment toward departmental goals and objectives.
- Shows support for the mission of CEHS through activities that support the College broadly (e.g., working on special projects, department and College committee work, membership in campus organizations).

Two staff members will be selected per year, each to receive a certificate of recognition and a one-time cash award of \$500.00.

Any CEHS faculty, staff, or student may nominate any staff member for this award. Staff members may receive this award only once in any five year period.

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1. Describe the nominee's major areas of responsibilities in her/his current position.
2. How long have you known the nominee?
3. How would you rate the nominee as someone to work with?
4. Describe incidents or give examples demonstrating the nominee's exceptional performance of the following activities:
 - Exemplifies a model of conduct in the performance of duties.
 - Shows initiative, creativity, and innovation in the performance of job duties.
 - Develops and maintains effective relationships with others.

- Communicates effectively with students, peers, and faculty.
 - Exhibits a commitment to self-development of skills and knowledge
 - Demonstrates reliability and commitment toward departmental goals and objectives.
 - Shows support for the mission of CEHS through activities that support the College broadly (e.g., working on special projects, department and College committee work, membership in campus organizations).
5. Summarize briefly what you see as the person's greatest impact on the CEHS community or the most significant results of this person's work.