

2012 CSULB OUTSTANDING STAFF AWARD NOMINEE SUBMISSION FORM

Deadline to receive nominations: 12 noon, Friday, January 20, 2012

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 Address: _____ 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 – if needed, you may continue information on another page

Submitted By

Name: _____ Date: _____
Mailing/Campus Address: _____ Dept. _____
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
 - Value of the service to the campus community
 - Any benefits to CSULB as a result of the nominee's involvement
 - Description whether the activities described were part of the job or voluntary
 - Any other factors which the selection committee should consider
1. **Resume or CV** including a list of service activities
2. **Letters of recommendation** Letters may be submitted with the packet, or may be sent in separately, but MUST be received by the January 20, 2012 deadline.

If you should have any questions, please contact: Cynthia Riley, at ext. 5-1791 or via e-mail at criley@csulb.edu
Campus mailing address – Cynthia Riley, Division of Student Services, BH 377, M/S 0128,
no later than 12 p.m. on Friday, January 20, 2012.

2012 OUTSTANDING STAFF MEMBER AWARD Nomination Form

The Outstanding Staff Member Award is designed to encourage, reward, and publicly acknowledge staff 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 can not 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*
 - a. To be eligible for consideration, it must include:
 - b. Completed nomination form with a statement as to why your nominee should be selected;
 - c. Current résumé (identifying the nature of the nominee's campus-wide experience);
 - d. Three (3) letters of recommendation (from any combination of faculty, staff or students).
3. Complete nomination packets must be received by Cynthia Riley, Division of Student Services, BH 377, M/S 0128, no later than 12 p.m. on Friday, January 20, 2012.
4. 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.
5. The Outstanding Staff Member will be honored at several events during the next year.
6. Questions may be addressed to Cynthia Riley at ext. 5-1791 or via e-mail at criley@csulb.edu.