



2023-24 CSU Long Beach Staff Council Outstanding Staff Award Process

Annual award

Purpose

The annual Staff Council Outstanding Staff Award is designed to encourage and recognize exceptional performance by a staff member to the entire campus community, including a demonstrated record of volunteer service outside of normal job responsibilities . Recipients will be recognized and honored throughout the year.

Timelines

The Staff Council Outstanding Staff Award nominations shall begin Friday, February, 2nd, 2024.

The deadline for nominations shall be Friday, March 1st , 2024 at 5:00 pm.

Administration

The Chair and/or Vice Chair of Staff Council working with the Chair of the Nominating Committee Chair shall send a message to all staff, faculty and students soliciting nominations for the Staff Council Outstanding Staff Award. The message shall include the following information and the official nomination form.

The Staff Council Nominating Committee Chair shall appoint the members of the Selection Committee for the Staff Council Outstanding Staff Award in accordance with the following:

The Staff Council Outstanding Staff Awards Selection Committee shall be comprised of seven members:

- Three immediate past Staff Council Outstanding Staff Award recipients (selected by the Nominating Committee)
- One (1) Alumni Association designee
- The President of the Associated Students, Inc. (or designee)
- One (1) Staff Council Representative elected by the Staff Council
- One (1) Faculty member chosen by the Academic Senate

The Staff Council Nominating Committee shall:

- Review all nomination packets for completeness
- Determine the eligibility of all nominees
- Meet to discuss and vote on nominees

Eligibility:

- Any staff member of the University, Forty-Niner Shops, CSULB Foundation or Associated Students Incorporated with at least (5) five years of employment on the CSULB campus.

Nominations

- May come from any member of staff, faculty or students, including self-nominations.
- No person may recommend more than one nominee.
- Members of the Staff Council Outstanding Staff Award Selection Committee may not submit nominations.
- Nominator is responsible for collecting the items required for the nomination packet (see below), verifying that it is complete and the submission is received by the deadline of Friday, March 1, 2024 at 5:00 pm.

Nomination Packet – To be eligible for consideration, it must include:

- Completed nomination form (attached).
- A statement supporting your nominee’s qualifications.
 - The statement may not exceed 500 words
 - The statement should consider the nominee’s work performance and commitment to CSU Long Beach
 - The statement should describe significant campus-wide contributions that support staff, faculty and/or students outside of normal job responsibilities (e.g., a combination of CSULB campus-wide committee work, volunteering for campus events, etc.)
 - If relevant, the statement may also include any history of volunteering outside of the campus community
- Current résumé or *curriculum vitae* identifying the nature of the nominee’s campus experience.
- Three (3) letters of recommendation from any combination of faculty, staff and/or students.
 - The letters should support the nominee’s qualifications in the following:
 - The statement should consider the nominee’s work performance and commitment to CSU Long Beach

- The statement should provide a history of volunteering, outside of the nominee's job-related duties that were/are to the betterment of the campus community (e.g., a combination of CSULB campus-wide committee work, volunteering for campus events)
 - If relevant, the statement may also include any history of volunteering outside of the campus community
- Nomination packets must be received by the deadline above.
 - Send nominations packets to: Staff Council email at staff-council@csulb.edu

Selection

- The electorate for the Staff Council Outstanding Staff Award shall be the Staff Council Outstanding Staff Award Selection Committee