

Staff Recognition Award Guideline

Purpose

- Strengthening morale and contributing to a positive workplace environment by recognizing staff members' contributions to the college and to student success.

Eligibility

- Temporary, and Permanent unionized staff members in COE. New staff members are defined as less than 4 years of employment within COE, and established staff members as 4 or more years of employment within COE. Must be currently employed with COE to be considered and to receive the award.

Nomination

- Self-nomination, nomination by COE staff and faculty, or by COE supervisor sent directly to the award committee for reviewing.
- All nominations to be made by Award Type.

Evaluation Criteria

- Suggested evaluation metrics based on the any of the following points:
 - Direct service to the college via committee chair positions, or leadership with campus events.
 - Process improvement or systems innovation
 - Successfully taking on additional temporary duties in service to the college
 - Demonstrative effectiveness in job duties and maintaining positive working relationships.
 - Cross campus collaborator

Award Types

If necessary, the follow groupings would be in order of precedence for awarding:

- Group 1
 - Staff of Distinction: A 4+ year COE staff member who demonstrates excellence in their role with extra effort either behind the scenes or on center stage, performing exemplary work, acting as a unifier of various people, and making a positive difference in COE.
 - Rising Star: A COE staff member with less than 4 years of employment in COE, who is eager to grow and learn by demonstrating excellence in their role in their role with extra effort either behind the scenes or on center stage, performing exemplary work, acting as a unifier of various people, and making a positive difference in COE.
- Group 2
 - Advocate Accolade: Provides exceptional student support, student service, or student advocacy.

- Innovator: Created a new or transformative idea or method that resulted in impacting change or improvement.
- Champion Collaborator: Works across departments, and university offices to complete a project or ongoing effort beneficial to COE students.

Evaluation Procedure

- Tally all nominations by award type
- Use a point system based on the number of nominations for any one individual
 - Supervisor nominations have added weight to the nomination by assigning an extra point.
- Use a point system for the evaluation committee when reviewing the quality of the nomination statement in satisfying the award type.
- Those serving on the award committee cannot nominate someone or be nominated.
- ASM/College Designee to verify the eligibility of nominated staff members and direct supervisor status.

Selection Process

- The nominee with the highest number of total combined points wins by award type.
- Tie breakers resolved by the committee chair and/or Dean based on submitted materials and input from nominee's supervisors, regardless of supervisors submitted nomination for a person.
- It is at the college's discretion whether there is more than one award to be given of the same Award Type.

Frequency

- Past award recipients must wait at least 5 years from the initial award to receive a subsequent one. This is due to staff gaining permanency after 4 years. Therefore, a 5-year cooling period between awards allows staff to gain eligibility between the Staff of Distinction or Rising Star awards.
- If the nomination pool only contains those who have received an award in the last 5 years, then select based on established procedure and process.

Submissions procedures

- The collection method for nominations would be at the discretion of the college or appointed committee. Some suggestions include the following:
 - Submit via a Qualtrics survey. The Qualtrics link could be embedded on the COE website or be emailed to all COE-Staff and COE-Faculty at a specific time in the year.
 - Email an established email address that is associated with the award reviewing committee or to a designated person who then compiles all submissions for the committee's review.
 - Paper forms delivered to the COE's Dean's office or other Designee containing the necessary information.
- Nominations are suggested to contain the following information for standardization purposes and ease of review:
 - Nominee's full name

- Nominee's CSULB email
- Award Type nomination
- Brief statement of reasoning for nomination (less than 500 words)
- Statement/confirmation if submitting as supervisor

Potential Compensation

In addition to publicly announcing the award winners, the following suggestions would be for when additional funding is available and desired to further honor the awardees. The suggested awards are listed by level of desirability. Depending on the level of available funding support, all award winners would receive the same award:

- Most desirable: CSULB bookstore gift card and/or CSULB swag (i.e. mug, key chain, shirt, etc.).
- Second most desirable: group outing with all awardees (ex. meal out, bowling, game, crafting, etc.)
- Desirable: certificate of recognition for resume and in personnel file, recognition in COE newsletter, recognition on COE website until the next year's awarding, and/or a plaque or trophy for display in recipients' office.

Alternative suggestion either in place of awards or in addition to it:

"Certificate of Honor and Gratitude"

- This could be an acknowledgement of a person's service or accomplishments. There would not need to be a limit on the number of certificates bestowed.
- Certificates would be distinguished from Awards as being less competitive and holding less weight, however still an honor to receive as a form of acknowledgment.
- This acknowledgement could be like a Dean's Honors list based on either achieving a specific milestone (i.e. years of service) or having been nominated for an Award Type but not selected for it.
- The same Eligibility and Nomination procedures as Award Types would apply to certificates.
- All other fields of the Award Types could be at the selection committee's discretion.
- There would be no potential compensation other than being presented with a printed paper certificate or other alternative the college deems suitable.