**COLLEGE OF LIBERAL ARTS**

**STAFF AWARD NOMINATION**

#### Nomination Guidelines and Processes

Nominations may be submitted by faculty or staff members of the College of Liberal Arts at Cal Poly via the appropriate department chair.

Award nominations must be submitted electronically by the appropriate department chair via email to Lynne Ricard ([lricard@calpoly.edu](http://lricard@calpoly.edu)). The nomination must include the relevant CLA nomination cover sheet, and the entire nomination packet should be sent as a single file in Word or PDF format.

The electronic nomination file should be named in the following manner: NOMINEELASTNAME\_AWARDNAME . Materials in the single file should be organized in the following order:

1. CLA nomination cover sheet
2. Nomination letter

A faculty or staff member may win each award only once. Questions regarding award criteria and eligibility, as well as the nomination process may be directed to Philip Williams or 805-756-2706.

**Nominee: Department:**

**Current Title/Rank:**

**Date of first appointment at Cal Poly:**

**Date of first appointment in the CLA at Cal Poly:**

**Degree(s)—include institution(s), discipline(s), and year(s):**

Nominators are encouraged to review the award descriptions and carefully consider the criteria for each award (see below) when submitting nominations. All nominations will remain confidential. Feedback will be available upon request.

I RESPECTFULLY SUBMIT THIS NOMINATION FOR THE AWARD CHECKED BELOW

**[ ] Staff Outstanding Career Achievement Award**

**[ ] Staff Excellence Award**

**[ ] Staff Early Career Achievement Award**

**Nominator:**

**Title and Department:**

**Office Address, Phone #, & E-mail:**

**Signature & Date:**

**Chair’s endorsement:**

**Signature & Date:**

**Attach to this cover sheet the following supporting documents:**

* **Nomination Statement** **(limited to 3 pages)** (may include multiple signatures)
* **Additional Evidence (optional)**

Please note that nominees are not served well in the evaluation process by the submission of a large body of undigested material.

**Award Criteria**

***Staff Outstanding Career Excellence Award ($500)***

***Purpose***: This award recognizes a staff member who has a record of sustained excellence throughout his or her employment at Cal Poly while demonstrating a commitment to teamwork and inspiring excellence in others.

***Eligibility***: Any CLA staff member with a minimum of eight (8) years of service to Cal Poly, at least half of which is in the CLA.

***Criteria***: Documented evidence of sustained excellence in position responsibilities, a record of excellent working relations with co-workers and supervisors, and a history of strong initiative and project completion.

***Staff Excellence Award ($500)***

***Purpose***: This award recognizes a staff member whose performance in the current year and/or recent years has far exceeded expectations while advancing the department, college, and/or university. Often, this will involve taking on special assignments of importance to the unit, possibly on an overload basis.

***Eligibility***: Any CLA staff member with a minimum of two (2) years of service to Cal Poly, at least half of which is in the CLA.

***Criteria***: Documented evidence of performance that far exceeds expectations for the current year and a history of excellent relations with co-workers and supervisors.

***Staff Early Career Achievement ($500)***

***Purpose:*** This award recognizes a staff member whose early performance within the college has established itself as exceeding expectations by supporting/advancing departmental operations.

***Eligibility:*** Any staff member who has two (2) years of service or less within the CLA.

***Criteria:*** Documented evidence that demonstrates how the employee’s work early performance at Cal Poly exceeds expectations and has been seen as supporting/advancing departmental operations.