

**COLLEGE OF APPLIED SCIENCES AND ARTS
OUTSTANDING STAFF AWARD NOMINATION FORM
2011-12**

In an effort to recognize individual achievement and innovative contributions of talented and dedicated staff, the CASA Outstanding Staff Award of \$500.00 will be given annually to one staff member and presented at the Dean's Awards.

INSTRUCTIONS

1. Before completing this form, please read eligibility criteria, found on the summary of criteria page that follows. Nomination must address all criteria listed.
2. Use a separate form for each nominee.
3. Nominations can be submitted by faculty, staff, administrators, students, or self.
4. **A nomination letter (up to 1000 words) must accompany each nomination form.** The letter should clearly describe the accomplishments of the nominee as appropriate to the award criteria.
5. **If this is a self-nomination, please submit one letter of reference that demonstrates how nominee meets the nomination criteria.**
6. **Submit this nomination form**, with nomination letter, and reference letter if appropriate, to the College of Applied Sciences and Arts Dean's Office, in care of Sarah Roberts at: sarah.b.roberts@sjsu.edu, **by 5:00 on Friday, March 2, 2012.**

To: Selection Committee

From: Nominator Name:

Self Nomination:

NOMINEE'S INFORMATION

NAME:	
PHONE NUMBER :	
EMAIL ADDRESS:	
SCHOOL / DEPARTMENT:	
LENGTH OF SERVICE IN NOMINATING DEPARTMENT:	

SUMMARY OF CRITERIA FOR AWARDS

CRITERIA:	<ul style="list-style-type: none">• Teamwork: Actively promotes an atmosphere of collaboration and cooperation. Consistently demonstrates patience, good humor and enthusiasm while on the job and is readily available to take on additional assignments.• Customer service: Provides prompt, efficient and reliable service. Is both dependable and trustworthy, and instills in his or her co-workers a sense of responsibility and dedication to the University. Identifies and reacts appropriately to the needs and expectations of members of the University, whether to students, faculty, parents, co-workers or community members.• Leadership: Demonstrates excellence in resolving conflicts and/or facing challenges. Looks for and implements creative approaches to provide or improve services that may increase efficiency and/or decrease cost. Regularly displays initiative, responsibility, leadership and resourcefulness in day to day operations.• Service: Makes significant contributions to the University, College, or Department in committee work, special events, or projects.
ELIGIBILITY:	<ul style="list-style-type: none">• Must have three years of service within CASA.• Cannot have received the award within the past year.

These criteria may only be changed with consultation and approval of the Dean.