

CALL FOR NOMINATIONS
STAFF EXCELLENCE SERVICE AWARD
COLLEGE OF SOCIAL SCIENCES
NOMINATIONS DUE: MARCH 2, 2012 – 4:00 p.m.

Purpose: To recognize a CoSS staff member who exemplifies the highest traditions of Service

1. WHAT IS RECOGNIZED?

A particular **outstanding** service accomplishment

OR

A record of sustained and excellent service to students, faculty and staff members, departments, the College of Social Sciences, San José State University, or the Community.

2. WHAT IS THE PROCESS?

Staff, students, faculty, administrators, alumni, and friends of the University may make nominations.

Nomination must accompany a memo summarizing the nominee's service activities that demonstrate outstanding service.

Submit nominations to Linda Garcia-Young c/o Dean's Office by **March 2, 2012**, Washington Square Hall 103, Ext. Zip 0107, or email: Linda.Garcia-Young@sjsu.edu

College staff will vote by secret ballot or a Committee composed of members of the staff will select recipient.

An engraved plaque will be formally presented at the College Awards Reception on Honors Convocation Day, 2012.

3. WHO IS ELIGIBLE?

Any CoSS department staff member (full or part time) is eligible. **This year no instructional student assistants, student assistants or staff members of the Dean's Office are eligible.** If you need further clarification of eligibility, please contact the Dean's Office.

4. PREVIOUS RECIPIENTS

Vanetia Johnston (College of Social Sciences)	2007
Alan Leventhal (College of Social Sciences)	2008
Patricia Loreda (Communication Studies)	2009
Diana Baker (History)	2010
Elizabeth Harding (Political Science)	2011