The *Above & Beyond Award* identifies and recognizes staff members’ outstanding performance and contributions to students and the Division of Student Affairs. To receive this award, employees must support and reinforce the values of the division and exhibit a high level of commitment, initiative, cooperation, and dedication in their job responsibilities. Additionally, recipients must demonstrate an attitude of excellence, teamwork, and go *Above and Beyond* the expectations of their job duties.

**Values**

Our core values are what we stand for as employees and professionals in the field of Student Affairs at San José State University. These six values – *Learning, Student Success, Excellence, Integrity, Diversity, and Community* – are reflected in the many programs and services we offer our students and the campus community. Our values guide us as we carry out our mission and the vision of the institution:

*Learning*

We value education above all. The academic freedom of faculty and students is vital to our role of promoting life-long learning. We recognize learning takes place both in and out of the classroom and strongly support the educational mission of the institution and the integration of theory and practice, scholarship, and application.

*Student Success*

Our highest priority is to ensure our students’ success. We provide highly successful programs that complement in-class learning and enhance the college experience of our students. Student success is our success!

*Excellence*

We set high standards and support continuous improvement and innovations. We model quality service and excellence in our work and co-curricular offerings.

*Integrity*

We expect honesty, fairness, and accountability in all our interactions. We promote academic integrity and ethical and personal responsibility. We attempt to be the same on the inside as we are on the outside, thereby exercising our highest professional standards.

*Diversity*
We value diversity and inclusion by treating others with trust, care, and mutual respect. We foster just communities that appreciate and embrace different perspectives; we promote a campus that is welcoming and inviting to ALL.

Community

We recognize that community begins with us as a campus family – how we care for and support one another. Community also extends beyond our campus to our surrounding neighborhoods as well. As such, we embrace and value collaborative relationships and service within and beyond our campus.

Criteria for Nominations:

To be nominated, staff members must meet at least two of the abovementioned values of the Division of Students Affairs. All staff members who are full-time or part-time employees, with one or more years of service, within the Division of Student Affairs are eligible for consideration. A staff member or manager may be nominated by a co-worker or someone from another department. An employee may also submit a self-nomination. The Vice President for Student Affairs and Associate Vice Presidents are not eligible.

The Above & Beyond recognition program is an on-going initiative that will be presented twice each academic year – in April and December. The Vice President of Student Affairs Senior Team shall review and select four (4) winners each period from nominations submitted. The winners will be honored at the division-wide staff meetings scheduled in April and December each year.

Please respond to the following questions or statements (1 through 9) in order to submit your nomination. Nominate as many deserving staff members as you can.

1. Name of Nominee:

2. Nominee’s e-mail address:

3. Nominee’s years of service within the division (if known):

4. Nominee’s current position and department:

5. Which Student Affairs values do you believe the nominee exhibited most to warrant this nomination?

6. Please describe in 100 words or more how this nominee reinforces and promotes the Student Affairs values indicated above:

7. Do you have additional thoughts or comments that may help substantiate your nomination:

8. Name of Nominator: 9. Date:

Nominations may be submitted on line to monica.garcia@sjsu.edu or via campus mail at Office of VP for Student Affairs, Mail Stop 0031. The deadline for nominations is April 25, 2014.