

San José State University

Call for Nominations for Staff Awards

The Office of the President is pleased to announce the first annual Staff Awards that will honor outstanding staff members at SJSU! You are invited to submit nominations for Outstanding Staff of the Year Award, Distinguished Service Award, and Spartan Spirit Award. Please review the [nomination criteria](#) for each of the awards and complete the [nomination form](#) by **5:00 p.m. on Friday, December 13, 2019**.

The [SJSU Staff Council](#)'s Staff Recognition Committee developed the award categories and nomination criteria. We thank the members of the committee for all of their efforts in establishing these awards.

To be eligible for any of the three staff awards, an individual must: (1) be a staff member of SJSU or its auxiliaries, (2) be currently employed on a half-time or greater basis, (3) not be a student employee or faculty member, and (3) not be a current member of the Staff Council Executive Committee, the Staff Awards Recognition Committee, or the Staff Awards Review Committee.

Managers (MPPs) who are Level I and II are eligible for the Spartan Spirit Award; MPPs that are Level III or IV are not eligible for the awards.

All nominations will require responses that detail how the nominee meets the specific award criteria. Nominations may come from any SJSU or auxiliary employee, including self-nominations. Three finalists for each award will be asked to provide a letter of support that will assist the review committee in making a final determination.

The award recipients will be officially recognized and invited to deliver a short address if they choose at the Annual Spartan Service Celebration on March 5, 2020. The individuals selected will each receive a plaque and a monetary award.

The awards timeline is as follows:

Date	Description
Week of November 11, 2019	Nominations Open
December 13, 2019	Deadline to submit nominations to the Staff Recognition Committee
January 13, 2020	Deadline for Staff Award Review Committee to select three finalists for each award and notify them by email

January 21, 2020	Deadline for the finalists to submit a letter of support
January 27, 2020	Deadline for Staff Award Review Committee to submit recommendations to the President
Week of February 3, 2020	President announces award winners
March 5, 2020	Spartan Service Celebration 3:00 p.m. to 5:00 p.m. Diaz Compean Student Union Ballroom

If you have any questions or need further information, please contact the Staff Recognition Committee at staff-recognition-committee-group@sjsu.edu.

Sincerely,
Mary A. Papazian
President

Joanne Wright
Senior AVP, University Personnel