

San José State University **2019-20 Outstanding Staff of the Year Award**

Purpose: To recognize an exemplary SJSU staff member or auxiliary staff member who has made a valuable contribution to the campus in the past three years.

Award: An award of \$1,000 will be presented during the annual Spartan Service Celebration on March 5, 2020. Two Honorable Mention awardees will receive \$250 each. This award is sponsored by the Office of the President.

Criteria:

- Has made a valuable contribution to the campus in the past three years.
- Has notably improved the campus community and/or the California State University system through their work.
- Used their extensive knowledge and skills to improve campus processes and operations and resolve issues.
- Brings a caring and passionate attitude and maintains affirming and respectful relationships with all members of the campus community.

Who Can Nominate: Any employee affiliated with SJSU or its auxiliaries.

Who Can Be Nominated: A SJSU staff member or auxiliary staff member who is currently employed on a half-time or greater basis.

The following are NOT ELIGIBLE for the Outstanding Staff of the Year Award:

1. Student employee
2. MPP (Management Personnel Plan) employee
3. Faculty member
4. Current member of the Staff Council Executive Committee
5. Current member of the Staff Awards Recognition Committee and/or the Staff Awards Review Committee

The recipient of the Outstanding Staff of the Year Award cannot also be the recipient of the Spartan Spirit Award or the Distinguished Service Award in the same award year.

Nomination Submission Period: November 12 – December 13, 2019

Nomination Deadline: 5:00 p.m. on December 13, 2019

Late submissions will not be considered.

Nomination Procedure: Please submit nominations using this [GoogleForm](#).

A word document format can be provided upon request.

Three finalists will be selected and will be asked to submit a letter of support so that a final determination can be made.

Questions?

You can reach out to the Staff Recognition Committee at staff-recognition-committee-group@sjsu.edu

San José State University **2019-20 Distinguished Service Award**

Purpose: To honor a SJSU staff member or an auxiliary staff member who has worked for San José State University for more than 10 years and has displayed a commitment to excellent service to the campus community.

Award: An award of \$1,000 will be presented during the annual Spartan Service Celebration on March 5, 2020. Two Honorable Mention awardees will receive \$250 each. This award is sponsored by the Office of the President.

Criteria:

- 10+ years of service at SJSU and/or its auxiliaries.
- Exemplifies a resilient and helping attitude.
- Exemplifies professionalism by responding promptly to customers and efficiently resolving issues.
- Seeks continual improvement to processes, systems, and practices.
- Collaborates effectively within their department and others to solve problems.

Who Can Nominate: Any employee affiliated with SJSU or its auxiliaries.

Who Can Be Nominated: A SJSU staff member or auxiliary staff member who is currently employed on a half-time or greater basis.

The following are NOT ELIGIBLE for the Distinguished Service Award:

1. Student employee
2. MPP (Management Personnel Plan) employee
3. Faculty member
4. Current member of the Staff Council Executive Committee
5. Current member of the Staff Awards Recognition Committee and/or the Staff Awards Review Committee

The recipient of the Distinguished Service Award cannot also be the recipient of the Spartan Spirit Award or the Outstanding Staff of the Year Award in the same award year.

Nomination Submission Period: November 12 – December 13, 2019

Nomination Deadline: 5:00 p.m. on December 13, 2019
Late submissions will not be considered.

Nomination Procedure: Please submit nominations using this [GoogleForm](#).
A word document format can be provided upon request.

Three finalists will be selected and will be asked to submit a letter of support so that a final determination can be made.

Questions?

You can reach out to the Staff Recognition Committee at staff-recognition-committee-group@sjsu.edu

San José State University **2019-20 Spartan Spirit Award**

Purpose: To honor a SJSU staff member, manager, or auxiliary employee who displays exceptional Spartan spirit and pride.

Award: An award of \$1,000 will be presented during the annual Spartan Service Celebration on March 5, 2020. Two Honorable Mention awardees will receive \$250 each. This award is sponsored by the Office of the President.

Criteria:

- Is spirited, passionate, and proud to work at SJSU and/or an auxiliary.
- Embodies our campus values (includes social justice, diversity, helping and caring, and innovation, among others).
- Demonstrates a commitment to campus and community service.
- Has a positive attitude; inspires others to higher achievement.

Who Can Nominate: Any employee affiliated with SJSU or its auxiliaries.

Who Can Be Nominated:

- A SJSU staff member who is currently employed on a half-time or greater basis
- A SJSU MPP (Management Personnel Plan; Level I and II) employee
- An auxiliary employee who is currently employed on a half-time or greater basis

The following are NOT ELIGIBLE for the Spartan Spirit Award:

1. Student employee
2. Faculty member
3. MPP (Management Personnel Plan; Level III and IV)
4. Current member of the Staff Council Executive Committee
5. Current member of the Staff Awards Recognition Committee and/or the Staff Awards Review Committee

The recipient of the Spartan Spirit Award cannot also be the recipient of the Distinguished Service Award or the Outstanding Staff of the Year Award in the same award year.

Nomination Submission Period: November 12 – December 13, 2019

Nomination Deadline: 5:00 p.m. on December 13, 2019
Late submissions will not be considered.

Nomination Procedure: Please submit nominations using this [GoogleForm](#).
A word document format can be provided upon request.

Three finalists will be selected and will be asked to submit a letter of support so that a final determination can be made.

Questions?

You can reach out to the Staff Recognition Committee at staff-recognition-committee-group@sjsu.edu