

# San José State University

## Call for Nominations for Staff Awards

The Office of the President and SJSU Staff Council kindly requests nominations for the 2020-21 Outstanding Staff of the Year Award, Distinguished Service Award, and Spartan Spirit Award. Please review the [nomination criteria](#) and [nomination questions](#) for each of the awards and complete the [nomination form](#) by **5:00 p.m. on Friday, October 30, 2020**.

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 in March 2021. The individuals selected will each receive a plaque and a monetary award.

The awards timeline is as follows:

Date	Description
Week of October 5, 2020	Nominations Open
October 30, 2020	Deadline to submit nominations to the Staff Recognition Committee
December 16, 2020	Deadline for Staff Award Review Committee to select three finalists for each award and notify them by email
January 15, 2021	Deadline for the finalists to submit a letter of support
January 22, 2021	Deadline for Staff Award Review Committee to submit recommendations to the President
Week of February 1, 2021	President announces award winners

March 2021	Spartan Service Celebration Date and Time TBA *Event will be virtual*
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If you have any questions or need further information, please contact the Staff Recognition Committee at [staff-recognition-committee-group@sjsu.edu](mailto:staff-recognition-committee-group@sjsu.edu).

Sincerely,  
Mary A. Papazian  
President

Joanne Wright  
Senior AVP, University Personnel