



Office of the President

Call for Nominations for 2021-2022 Staff Awards

The Office of the President and SJSU Staff Council kindly request nominations for the 2021-22 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 29, 2021**.

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) in Administrator I and II classifications are eligible for the Spartan Spirit Award; MPPs in Administrator III and IV classification are not eligible for the awards.

All nominations 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 an optional acceptance speech at the Annual Spartan Service Celebration in March 2022. The winners will each receive a plaque and a monetary award; the runners-up will receive a certificate and a monetary award.

The awards timeline is as follows:

Date	Description
Week of September 20, 2021	Nominations Open
October 29, 2021	Deadline to submit nominations to the Staff Recognition Committee
December 10, 2021	Deadline for Staff Award Review Committee to select three finalists for each award and notify them by email
January 14, 2022	Deadline for the finalists to submit a letter of support
January 21, 2022	Deadline for Staff Award Review Committee to submit recommendations to the President
Week of February 7, 2022	President announces award winners
March 2022	Spartan Service Celebration Date, Time, and Format TBA

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