

## College of Biological Sciences

# Outstanding Staff Award

College of Biological Sciences faculty and staff are invited to nominate a full or part-time CBS staff member who has made exceptional accomplishments, displayed leadership or provided exemplary service to the College. One CBS staff member will be selected from the nominations to receive a **\$1200** award. The recipient of the CBS Distinguished Staff Award will be announced at the Staff Appreciation Lunch to be held in Autumn Quarter.

### Eligibility

- ☞ Staff members with part- or full-time non-faculty positions in the College of Biological Sciences are eligible.

### Criteria

- ☞ Staff member's performance was consistently above average on assigned job duties.
- ☞ Staff member enhanced the quality of work life, making a difference for his/her colleagues.
- ☞ Staff member helped to improve services to faculty, staff, students, and/or the community.
- ☞ Staff member developed creative solutions to problems, resulting in more effective unit operations.

### Nomination Process

- ☞ Complete the Nomination Form on the back of this announcement.
- ☞ **Along with the Nomination Form, enclose a detailed letter of nomination and a maximum of two (2) additional letters of support in the nomination packet.**
- ☞ Submit your completed nomination packet to:  
CBS Staff Advisory Committee  
105 Biological Sciences  
484 W. 12<sup>th</sup> Avenue
- ☞ Deadline for submission: **October 1**

### Nomination Guidelines

- ☞ Nominations and support letters may be written by faculty, staff, co-workers, former colleagues, or others who have personal knowledge of, or who have benefited from, the staff member's contributions.
- ☞ Both the nomination letter and letters of support should describe **specific examples of contributions** made by the nominee and should convey the character and work ethic of this individual. These descriptions should include reference to the nominee's general work habits, impact on the department/college/university, ability to serve as a consistently strong example to others over time, ability to devise imaginative solutions to problems and/or willingness to go above and beyond his/her basic job description and ability to increase efficiency of the department, college, and/or university (monetarily or otherwise). **These types of details are key to the evaluation process.**
- ☞ The evaluation of each nomination packet will be based on the nominee's established position description. Nominators are encouraged to obtain a current position description and enclose it with their nomination packet.

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**Outstanding Staff Award**

*Nomination Form*

**Nominee's Name:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Campus Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Position Classification:**

- Classified Civil Service Staff       Professional & Technical Staff  
 Unclassified Professional Staff       Senior Administrative & Professional Staff

**Nominator's Name:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Campus Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Relationship to nominee:**

- Supervisor       Co-worker  
 University colleague       Other

**Please attach your nominator letter and two (2) additional letters of support to this form and submit your completed nomination packet to:**

CBS Staff Advisory Committee  
105 Biological Sciences Building  
484 W. 12<sup>th</sup> Avenue

- Check here if nominee position description is enclosed.

**Nominations are due on October 1**

For more information contact Kathy Royer at 292-0535 or royer.1@osu.edu.