

College of Biological Sciences

↳ Distinguished Staff Award 2007 ↳

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 7th Annual CBS Distinguished Staff Award will be announced at the Staff Appreciation Lunch to be held in Autumn Quarter 2007.

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. 12th Avenue
- ↳ Deadline for submission: **October 11, 2007**

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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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. 12th Avenue

- Check here if nominee position description is enclosed.

Nominations are due on October 11, 2007

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