

Dean's Excellence Awards 2008

Nominations Due to the Dean by Monday, March 24, 2008

Staff Awards

- ❖ **Dean's Award for Outstanding Clerical Staff**
- ❖ **Dean's Award for Outstanding Support Staff**
- ❖ **Dean's Award for Outstanding Professional Staff**
- ❖ **Dean's Award for Outstanding Service (Staff)**
- ❖ **Dean's Award for Outstanding Leadership (Staff)**

Recipients of these awards will be honored at the end of the year COE meeting on Thursday, April 24, 2008 and will receive an engraved memento and an honorarium.

Dean's Award for Outstanding Clerical Staff

All regular full-time clerical staff members in the College of Education, with at least one (1) year of service to the COE, are eligible to receive this award.

To be nominated for this award, the staff member must exhibit the following:

- consistent, excellent performance of duties and tasks in an exemplary fashion
- outstanding reliability and cooperation toward goals and objectives of the department and college
- professional attitude, and work ethic

Letters of nomination must address each of these areas with specific examples. All nomination letters must be signed by at least two other staff members, faculty members, and/or students.

Dean's Award for Outstanding Support Staff

All regular full-time support staff members in the College of Education, with at least one (1) year of service to the COE, are eligible to receive this award.

To be nominated for this award, the staff member must exhibit the following:

- consistent, excellent performance of duties and tasks in an exemplary fashion
- outstanding reliability and cooperation toward goals and objectives of the department and college
- professional attitude, and work ethic

Letters of nomination must address each of these areas with specific examples. All nomination letters must be **signed by at least two** other staff members, faculty members, and/or students.

Dean's Award for Outstanding Professional Staff

All regular full-time professional staff members in the College of Education, with at least one (1) year of service to the COE, are eligible to receive this award.

To be nominated for this award, the staff member must exhibit the following:

- consistent, excellent performance of duties and tasks in an exemplary fashion
- outstanding reliability and cooperation toward goals and objectives of the department and college
- professional attitude, and work ethic

Letters of nomination must address each of these areas with specific examples. All nomination letters must be signed by at least two other staff members, faculty members, and/or students.

Dean's Award for Outstanding Service (Staff)

All fulltime staff members (hourly or monthly) are eligible to receive this award. Nominees for this award demonstrate outstanding service to others in the College of Education (faculty, staff, students). Outstanding service is characterized by listening, understanding, facilitating, and producing. Those who provide outstanding service are also those who assist others through a professional application of policies, procedures, and conditions. Just as important are those who provide outstanding service work creatively in serving others while maintaining organizational integrity. Letters of nomination must contain specific examples of outstanding service and be signed by at least two other staff members, faculty members, and/or students.

Dean's Staff Leadership Award (Staff)

All fulltime staff members (hourly or monthly) are eligible to receive this award. Nominees for this award should demonstrate leadership in accomplishing the work of the department or unit. Leadership is characterized by those who create the conditions that enable others to accomplish their best work. Additionally, leaders help define a clear direction for the work and model the professional behavior necessary for excellence. Nominations should cite specific examples of leadership and be signed by at least two other staff members, faculty members, and/or students.