Voiland College of Engineering and Architecture

STAFF EXCELLENCE AWARDS

Criteria

Faculty, staff and students in the College are invited to submit nominations for the three staff excellence awards: Employee of the Year (1) and Employee Excellence (2).

Purpose
The VCEA Staff Excellence Awards were established to recognize the outstanding achievements and contributions of classified and administrative/professional (A/P) staff in the College. The purposes of the awards include:

1. Publicizing the positive attributes and contributions made by the staff which are important to the College.
2. Rewarding and recognizing individuals who achieve excellence.
3. Encouraging a high degree of consciousness regarding excellence in the workplace for the entire staff.

Eligibility
The following staff members are eligible:

1. Civil Service and A/P staff who have been employed by VCEA for the entire 2017 calendar year.
2. Civil Service and A/P staff who have not been recipients of the Employee of the Year or Staff Excellence award within the past three years.
3. Civil Service and A/P staff who are Pullman-based or Pullman-funded.
4. Employees with instructional duties are not eligible for this award. They can be nominated for the Reid Miller Teaching Award (Non Tenure Track)

Criteria
The following are criteria for the award:

1. Performance in the person’s assigned duties (efficiency, conscientiousness, timeliness, job excellence, continuous improvement, etc.).
2. Inspiration of excellence in others (motivational, professional and ethical behavior, positive attitude, etc.).
3. Teamwork in the workplace (flexibility, effective communication, shares knowledge, team building, interpersonal skills, etc.).
4. Contribution to the College's image and goals (customer relations, community service, recognition for service, etc.).

Selection and Distribution

1. An awards committee will be formed comprised of the past year’s award winners, the Associate Dean of Research, and a current VCEA faculty member.
2. The committee will make a call for nominations. Eligible staff may be nominated by faculty, staff, administrators, and/or students in the College.
3. For the review of nominations, the committee requires from the nominator the completed nomination form as well as all supporting materials (such as letters of reference, awards, etc.). After the deadline has passed, the chair will contact each nominee to verify whether the nominee accepts or declines the nomination. If a nominee is not eligible, he or she will be so notified at this time.
4. Please give specific examples to substantiate your comments. For example, “he encourages others” and “she always has a positive attitude” are nice comments, but they don’t give a measure of effectiveness.
5. Once the deadline has passed and all nomination packets have been received, the awards committee will meet to review the nominations and determine the recipients.
6. The recipients will be announced at the annual VCEA Convocation.
7. The top award is the Employee of the Year award. The first and second runners-up will receive an Employee Excellence award. Recipients of all awards will receive a cash award and certificate.

Appendix – Past Award Winners (to be excluded from 2017 nominations)
2015 – Employee of the Year: Pam Loughlin
   Employee Excellence: Suzanne Hamada, Vasiliy Bunakov
2016 – Employee of the Year: JoAnn Mccabe
   Employee Excellence: Ning Hsu, Sandi Brabb
2017 – Employee of the Year: Lauren Wells
   Employee Excellence: Kasey Schertenlieb, Alan Guyer

Nomination Due Date: March 2\textsuperscript{nd}, 2018
Nominee: ________________________________ Nominated by: ________________________________

Nominee’s Area: ________________________________________________________________

Describe the attributes and contributions of the nominee relative to each of the four categories given below. For each category, provide at least one specific and substantive example that supports your comments. Use additional pages if necessary. Please note:

- Substantial weight is given to your comments with specific examples that address each attribute listed in parentheses.
- Only the nominator should use this form. Letters of support should be submitted separately as a letter or e-mail directed to the chair of the nominating committee.

1. **Performance in the person’s assigned duties** (efficiency, conscientiousness, timeliness, job excellence, continuous improvement, etc.).

2. **Inspiration of excellence in others** (motivational, professional and ethical behavior, positive attitude, etc.).
3. **Teamwork in the workplace** (flexibility, effective communication, shares knowledge, team building, interpersonal skills, etc.).

4. **Contribution to the College’s image and goals** (customer relations, community service, recognition for service, etc.).