

<p>Missouri S&amp;T-SC Use Only</p> <p>Category _____ Nomination # _____</p>
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**Missouri S&T Staff Excellence Awards: 2017 Nomination Form**

Nine outstanding Missouri S&T staff members will receive Missouri S&T Staff Excellence Awards this year. The awards are intended to show appreciation for and recognition of staff contributions to the university. The awards will be given to staff members who have made significant contributions to the university through a combination of job performance, relationship with their associates, and dedication to Missouri University of Science and Technology. Any staff member, faculty member or student at the university may submit nominations, with the exception of current members of the Staff Excellence Awards Committee.

**Criteria for Nomination and Selection**

The awards will be given to staff members in the following four job categories, provided at least three nominations are received for each category:

- ◆ **three** awards for administrative/professional (3 year eligibility requirement)
- ◆ **three** awards for secretarial/clerical (3 year eligibility requirement)
- ◆ **one** award for technical/paraprofessional (3 year eligibility requirement)
- ◆ **two** awards for crafts/services (3 year eligibility requirement)

The Missouri S&T Staff Excellence Awards Committee will make recommendations to the chancellor for final approval. All staff members who have been employed (benefit eligible) for three years at Missouri S&T by April 10, 2017, are eligible with the following exceptions: current members of Staff Excellence Awards Committee, current Staff Council members, or employees that have won an award within the past five years.

**How to nominate a Missouri S&T Staff Member**

1. The nominator must complete and **sign** this form (or submit at [http://mst.qualtrics.com/SE/?SID=SV\\_1HZ2tOeOhjwBq5L](http://mst.qualtrics.com/SE/?SID=SV_1HZ2tOeOhjwBq5L)).
2. Nominations **must** be submitted on this form (or submit at [http://mst.qualtrics.com/SE/?SID=SV\\_1HZ2tOeOhjwBq5L](http://mst.qualtrics.com/SE/?SID=SV_1HZ2tOeOhjwBq5L)).
3. Additional support letters, statements, photos or other information **will not** be accepted.
4. Examples for each question **must** be provided. (Please be as detailed as possible)
5. Information on this form must be legible – **printed or typed** – in order to be considered.
6. Incomplete forms will be disqualified.

If you have questions, please contact Shasta Lawrence at 341-4209.

*I wish to nominate the following individual for a 2017 Staff Excellence Award:*

Nominee’s Printed Name: \_\_\_\_\_

Nominee’s Title: \_\_\_\_\_

Nominee’s Department: \_\_\_\_\_

Nominee’s Phone Number: \_\_\_\_\_

*Submitted by:*

Nominator’s Printed Name: \_\_\_\_\_

Nominator’s Title: \_\_\_\_\_

Nominator’s Department: \_\_\_\_\_

Nominator’s Phone Number: \_\_\_\_\_

