



Missouri S&T-SC Use Only Category _____ Nomination # _____

Missouri S&T Staff Excellence Awards: 2018 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 9, 2018, 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 (unless submitted electronically).
2. Nominations **must** be submitted on this form (one additional sheet of paper – front and back – can be attached if needed).
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 Christina Barton at 341-4869.

I wish to nominate the following individual for a 2018 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: _____

1. Why would you like to see this nominee receive a Staff Excellence Award (please include examples that demonstrate excellence)?

2. What specific actions demonstrate the nominee's outstanding ability and performance in their position (please include examples about their quality, efficiency, and effectiveness)?

3. How does the nominee relate with constituents (please include examples of cooperation, congeniality, and ability to relate to others)?

4. In your opinion, how does this nominee demonstrate dedication to Missouri S&T (please include examples)?

Date Submitted: _____

Nominator's Signature: _____
(not required for electronic nominations)

Please return nominations by campus mail or electronically marked **“CONFIDENTIAL”** to:

Christina Barton
Staff Excellence Awards Committee
G-4 Humanities & Social Sciences
mstaffcouncil@mst.edu

DEADLINE FOR NOMINATIONS: Monday, April 9 by 5 p.m.