

College of Health and Human Sciences Outstanding Staff Award

Purpose:

This award recognizes and rewards outstanding achievement and performance of a staff member in the College of Health and Human Sciences.

The Award:

- The award is a certificate and \$1000 from the College of Health and Human Sciences.
- The intent is to make one award annually, provided there is a qualified candidate.
- The award will be presented at a College of Health and Human Sciences Fall Forum.
- The name of the recipient and reasons for selection will be sent to media outlets.

Criteria:

- Continuously performs at a level above and beyond normal job responsibilities
- Exceptional contributions towards the effectiveness and efficiency of operations
- Outstanding service to faculty, staff, students, and/or guests
- Contributing to a supportive, collaborative work environment
- Contributes to the mission of the College

Eligibility:

- All College of Health and Human Sciences support staff benefits eligible regular, full or part time employees (i.e., do not hold an academic rank), who has been employed with the college for at least one or more years of consecutive service in the college, is eligible to receive this award.
- An individual may receive the award more than once, but not consecutively.

Procedure:

1. A current or former student, faculty member, staff member, or administrator may make nominations. (Staff members may NOT nominate themselves for this award.)
2. The nominator must complete the application and submit it electronically by March 1st to fhooten@ksu.edu.
3. Nominators must follow the award guidelines in order for the committee to consider their application. The following application materials are to be incorporated into a single pdf file and be submitted by the due date:
 - a. A letter of nomination that provides at least one specific and substantive example for the award criteria listed above (length not to exceed 3 typed pages).
 - b. Up to three letters of support, one of whom must be the nominee's direct supervisor, addressing why the nominee is deserving of this award.
 - c. Do NOT submit any additional documentation

Review Committee Composition and Responsibility:

1. The Review Committee will consist of the voting members of the College Awards Committee. Faculty on the committee who provide a recommendation form for a nominee may not vote for applicants of this award.

2. Each member of the Review Committee will evaluate materials submitted by/on behalf of each nominee. The members will discuss the nominees and recommend one for the award.
3. Following the committee's evaluation of the nominees, the chair of the College Awards Committee will submit a written recommendation to the Dean of the College of Health and Human Sciences. The Dean will notify the award recipient and the candidates who did not receive the award before announcing the award to the faculty, staff, and students.