

DISTINGUISHED RETIRED STAFF AWARD 2008-09

This Distinguished Staff award is conferred to a **retiring* or a recently **retired* staff member of the university who has contributed significantly to California State University, Chico.

THE AWARD

Framed Certificate
Engraved Plaque

(To be displayed in Staff Council office)

The award will be presented at the Spring Awards Luncheon held in April.

NOMINATION PROCEDURES

Nominations will be accepted from any member of the university, and each should be signed by only one person. Original, signed letters of support, with examples, are encouraged and should be sent individually to the Staff Council office. Documentation should address the criteria listed on the nomination guidelines. Nominations will be conducted in the fall, with the return deadline the last Friday of February at noon. Nomination forms are available on the Staff Council Web site <http://www.csuchico.edu/stac/forms/index.php>

EVALUATION CRITERIA FOR DISTINGUISHED RETIRED-STAFF AWARD

1. **Retiring* is defined for purposes of this award as: a State, Foundation, or Associated Student employee of CSU, Chico who is planning on retiring from the University in the current academic year.
2. **Retired* is defined for purposes of this award as: a State, Foundation, or Associated Student employee of CSU, Chico who has retired from the University in the current academic year.
3. The retired/retiring employee should have had a significant impact on the University as a whole.
4. The evaluation criteria for a distinguished retired staff employee will be based on University-wide service and community service. The weighted value given to the criteria will be as follows:

University-wide service	80 percent
Community service	20 percent

5. The Executive Committee of Staff Council will select a committee to review the nominations. This committee will be composed of staff, faculty, and a student, and will remain anonymous.