December 18th, 2017

TO: All Staff, Faculty, and Administrators
FROM: James Aird, Staff Council Chair
Erin Tarabini, Staff Recognition Chair

SUBJECT: 2017 Outstanding Staff Employee of the Year Procedures and Nomination Form

Campus Colleagues,

We would like to ask you to take some time to consider nominating a CSU, Chico staff member who made significant contributions to our campus, from January 2017-December 2017, for the 2017 Outstanding Staff Employee of the Year.

Please review the criteria, nomination and screening procedures for the award below. Nomination forms and original, signed letters of support may be submitted individually to Staff Council, zip 160, by **Wednesday, February 28th, 2018, at noon**, or may be submitted with your completed nomination packet.

Thank you for taking the time to consider nominating a deserving CSU, Chico Staff member for this prestigious award.

Regards,

James Aird and Erin Tarabini
2017 STAFF EMPLOYEE-OF-THE-YEAR AWARD
California State University, Chico

PURPOSE OF AWARD:
To recognize the Outstanding Staff Employee of the Year from CSU, Chico

AWARD:
$1250
provided by Office of the President
Framed Certificate
Nomination and letters of support
Perpetual trophy (Possession for one year)
Reception
provided by Staff Council

Nomination(s) and letters of support for the outstanding staff employee award may be submitted individually to the Staff Council office, campus zip 160, or can be submitted with the completed nomination packet. Materials will be accepted by the Staff Council Office, and organized for the award committee's review. The Award Committee consists of no more than seven members. At least five members will be staff employees with no more than one faculty and one student member. Committee membership will be anonymous and coordinated by the Staff Council Chair or Staff Recognition Committee Chair.

Once the nomination period is closed, the list of nominees will be released in an official campus announcement. Nominees may be included in current and future campus publications and publicity.

Upon completion of the selection process, the nomination and letters of support will be presented to the Outstanding Staff Employee of the Year at the spring Staff Awards Luncheon. Forms and letters will not be returned to nominators; please make copies if necessary.

Criteria for Award
Personal contributions to the CSU, Chico campus community, including years of service, job performance, relationships with people and service to the University outside the work area (e.g., personal contributions to the individual work area and to the campus in general) should be emphasized. A staff nominee should be truly a dedicated and loyal employee, one exhibiting expertise in interpersonal relationship skills and willingness to enthusiastically assist others. He or she should take initiative in trying to make a department, office, or unit more efficient and productive. The candidate’s interpersonal skills with others should be outstanding. A nominee must be a nonacademic state, Research Foundation or Associated Student employee. (q.v., Title 5, Subchapter 7, Article 1, Section O). Please note that MPP’s, Administrators, and prior recipients of the award are not eligible.

Nomination Procedures
Nominations will be conducted in the winter. Nominations will be accepted from any member of the University. It is the responsibility of the nominator to provide sufficient detail and justification on the nomination form. Only one nomination form is required for each nominee. A minimum of five original, signed letters of support for the nominee may be sent individually to the Staff Council office, or submitted with the completed nomination packet. The letters of support should address the specific criteria listed on the nomination guidelines. The deadline for submission is Wednesday, February 28th, 2018 at noon.

Screening Procedures
Members of the selection committee will review the nominations according to criteria as listed on the nomination form. Selection will be made according to criteria ratings established by the Staff Council Executive Committee. When the final selection has been made, the recipient’s name shall be sent directly to the Chair of Staff Council, who will forward it to the President of the University. The Outstanding Staff Employee of the Year recipient, and all nominees, will be recognized by a public introduction by the University President and presented with a certificate of nomination, and a bouquet of flowers at the Staff Awards Luncheon.