

College of Health and Human Performance
Staff Recognition Program

The Staff Advisory Council and the College Administration would like to recognize extraordinary accomplishments by staff members. Please identify any staffperson that has been exceptionally helpful or provided outstanding service.

Nominee Name: _____

Department: _____

Comments: _____

Nominated by (optional, may nominate anonymously): _____

QUARTER 4: October through December 2009.
Nominations will be collected Friday, December 11, 2009
Award winner will be announced Wednesday, December 16, 2009.

Staff Recognition Program
College of Health and Human Performance
Pilot Program

The Staff Advisory Council and the College Administration would like to recognize extraordinary accomplishments by staff members each quarter.

Nominations will be made in writing by completing a short form or letter. Each department will display a Nomination Box in a prominent location, along with copies of the form.

Nominations will be solicited regularly in the Performance Newsletter and by email reminders.

Anonymous and self-nominations are acceptable. All full-time staff are eligible.

Each quarter 3 members of the SAC will review the nominations and recommend a winner. The evaluative criteria will include extraordinary service that promotes the College mission. The deed should be over-and-above normal expectations. If any member of the subcommittee is a nominee, an alternate will serve on the committee in replace of the nominee.

The College-wide winner will receive 1 week of parking in a reserved space in the service drive area.

This program will be reviewed during summer 2010 and subject to revision.

Timeline:

Fall 08 Staff request via survey

November 5, 2008: SAC cmt designs program

Winter 2008: Dean/Assoc Dean Review

Fall 2009: College Council Review

Fall 2009: Initiate Program

October through December 2009: Quarter 4 Nominations

January through March 2010: Quarter 1 Nominations

April through June 2010: Quarter 2 Nominations

July 2010: Program Review