

 *Staff Council*

February 4, 2021

To: Faculty and Staff

 College of Arts and Sciences

From: CAS Staff Council (CASSC)

Subject: **2021 CAS Staff Excellence Awards**

The **College of Arts and Sciences** is asking for nominations for this year’s **CAS** **Staff Excellence Awards**. These awards recognize CAS staff members **(SHRA and EHRA non-faculty)** who have demonstrated excellence in their contributions to their department, the College, UNCG, and/or their community.

This award is separate from the **University** Staff Excellence Award sponsored by UNCG Staff Senate.

Three Staff Excellence Awards will be presented by Dean Kiss at the Arts and Sciences End of Year Celebration in April.

We encourage all faculty in the College to consider nominating a deserving staff member. This award is a wonderful way to express appreciation to those who go above and beyond to keep your department working efficiently and effectively and recognize their contributions to the College and UNCG.

Please complete the nomination form, attach letters of support from other faculty, and return everything by **March 9th** to Kristina Wright. You can scan the material and email to khriley@uncg.edu or drop in campus mail to Kristina Wright, History Department, 2129 MHRA Bldg.

Members of the CAS Staff Council will be reviewing the nominations. If you need more information, please don’t hesitate to contact any member of CASSC.

Thank you for considering a nomination from your department.

Warm regards,

CAS Staff Council

 (Paul Cloninger, Katie Mkheidze, Kristina Wright, Katelyn Young)

**COLLEGE OF ARTS & SCIENCES**

**Staff Excellence Award – 2021**

**NOMINATION FORM**

Name of Person Nominated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department of Nominee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**07-08 Nomination form**

Nominator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Nominator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Campus Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please attach a memo describing the qualities that make your nominee eligible for a CAS Staff Excellence Award and give specific examples; include additional letters of support from faculty**.** (Do not attach the PMP).

Some suggestions:

* Exhibits exemplary service to their department, the College, the University, the community, etc.
* Devotion to duty above normal requirements (beyond the expectations of the PMP)
* Creates new work methods and innovative approaches to meet challenges in their job or department
* Contributes meaningfully to use of the departmental website or social media to promote their department and events; recognizes faculty and student achievements via website or social media.
* Overcomes extenuating circumstances, either professionally or personally, while continuing to demonstrate exemplary performance on the job

The deadline for receiving nominations is Tuesday, **March 9th**. Please send this form and letters of support to: Kristina Wright, 2129 MHRA Bldg (khriley@uncg.edu). A complete nomination packet may be sent electronically. Letters of support can be sent separately and will be added to your Nomination Form.