

Outstanding Staff Award

The **College of Fine and Applied Arts Outstanding Staff Award** recognizes the importance of staff members serving students and faculty in the college. All staff paid by the college and who have been at Appalachian for at least one full year are eligible for this award. Any student, faculty, or staff member may make nominations.

Nomination Process

We invite you to make a nomination by completing the attached form and a cover letter.

Nomination form and letter should address the following:

- a. Context in which decision was made that nominee is deserving of this award, e.g. what have you seen or experienced that makes you believe this staff member is deserving of this award?
- b. Dates and duration of primary contact with the nominee
- c. Name and mailing address of nominator
- d. When a group (e.g., club, fraternity) nominates a candidate, the members of the group must complete the nomination letter and one person will act as the primary contact
- e. Cover letter commenting on:
 - Why this individual deserves this award
 - Examples for the committee to consider
 - Other items deemed pertinent by nominator

All letters of nomination will be kept, accumulated and considered for three years.

Evaluation and Decision

Evaluation of nominations and decisions on awards shall be by a committee composed of a faculty member from each department in the college. The associate dean will chair the committee.

1. Criteria for eligibility and selection
 - a. Staff members are eligible after one year of full-time service
 - b. Qualifications, listed in descending order of importance:
 - Concern for the wellbeing of students, faculty, office, facility, etc.
 - Enthusiasm for service
 - Exemplary work going beyond job expectations
 - Miscellaneous pertinent items that may arise

2. Designation of Awards

One staff member will be selected by the committee and the Dean will be notified.

Awards

- a. Awards will be given at the Fine and Applied Arts Awards Ceremony.
- b. The staff member designated the Outstanding Staff Award winner shall receive a \$500 reward for travel and or supplies related to their field, as well as a plaque, medallion or other token of recognition.
- c. The dean of the college or his/her designee shall bestow the award.

**Nomination Form
Outstanding Staff Award**

Return no later than Thursday, June 15, 2017

Submit to:

IlaSahai Prouty, Associate Dean
College of Fine and Applied Arts
220 Edwin Duncan Hall
ASU Box 32060
Boone, NC 28608

Or email proutyi@appstate.edu

Your name:

Address:

Street/Box Number | City | State | ZIP

Date:

Name of nominee:

Department:

Area served by nominee:

Please describe why you feel the nominee deserves consideration for this Outstanding Staff Award. Please explain your nomination by commenting on the factors that constitute outstanding service mentioned in the cover letter. Be complete and specific in your assessment, and include anecdotes if possible. Please feel free to attach additional pages if needed.